

# TuneUp Utilities 2003

## The Manual





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# 1. Dear Users

Most computers used worldwide run Windows XP or one of its previous versions as an operating system. Windows is well suited to starting programs and managing files. But if users want to adapt the system, optimize it or slenderize it, they will soon realize that this is much more difficult than it might sound.

Actually, however, anything is possible. Windows controls the programs which are automatically activated during start-up. It determines the commands that are available in the start menu. Windows also determines the look of the icons on the desktop. But: How can a user change these settings?

"It's all very easy", is what the professional says. All important variables are hidden in the Windows configuration files and in the registry, after all. The registry is the central database in Windows, which both programs and hardware modules save their current settings to. Using the appropriate editors, it is possible to open these specific system files and to expertly modify the variables. The problem, however, is that only well-informed professionals know where to look for the variables they are interested in amongst all the cryptic entries. For most users, an opened registry is nothing but a mystery.

TuneUp Utilities 2003 is designed to help both the novice user and the expert in adapting Windows to their individual demands. In numerous windows, all important system options are listed. They can subsequently be activated and deactivated point-and-click. TuneUp Utilities then independently attends to changing the appropriate entries in either the registry or the configuration files.

However, TuneUp Utilities does not only meet the claim to "prettify our Windows". It is also possible to clean up and optimize the system by simply pressing a button. The program then removes all redundant entries from the registry and optimizes the existing settings, thus considerably increasing system speed.

All modules of TuneUp Utilities can be accessed from a shared graphical interface which is loaded immediately upon starting the software and makes available the following buttons:

**Customize & Analyze:** With this button you can attend to all cosmetic aspects in your cooperation with Windows, determining how the system looks and behaves. In addition, you can change the user interface symbols and manage the programs intended to open during windows start-up. The section is rounded off with a system analysis option.

**Clean up & Repair:** Two modules clean up the Windows registry and delete superfluous files from the hard drive. These activities considerably speed up the system.

**Optimize & Improve:** The program searches the system for speed obstacles and removes them. In addition, TuneUp MemOptimizer constantly optimizes memory in the background.

**Administer & Control:** Three modules help with editing the registry, supervising running programs and safely removing all applications that are no longer needed.

**File recovery & Destruction:** Safety is feasible. The Shredder for example is able to delete sensitive files in a way that renders them impossible to restore. On the other hand, TuneUp Undelete can be used to restore programs that had already been deleted from the Windows recycle bin.

The **RescueCenter** is available to revert changes and restore files deleted by the Utilities. The **UpdateWizard** helps with keeping the software up to date and downloads updates from the Internet point-and-click.

## System Requirements

TuneUp Utilities 2003 profoundly changes the Windows system. The operating system, however, often changes considerably from one version to the next. Even so, TuneUp Utilities is able to adapt to differing Windows versions and supports the following Windows releases: Windows 95, 98, Me, 2000 and XP. TuneUp Utilities does not support Windows NT.

From a functional range point of view, the program always adapts to the current operating system. In Windows 95/98/Me for example, the module TuneUp RegistryDefrag is available for defragmenting the registry while it is not installed in Windows 2000/XP. SystemControl also adapts its functional range to the functions offered by the respective systems.

### Minimal system configuration:

- ◆ Microsoft Windows 95
- ◆ Graphics mode 640x480 with 256 colors
- ◆ 30 MB free hard disk space
- ◆ Intel Pentium or AMD K5 processor with 133 MHz
- ◆ 64 MB RAM
- ◆ CD-ROM or DVD-ROM drive



**Recommended system configuration:**

- ◆ Microsoft Windows Me/2000/XP
- ◆ Graphics mode 1024x768 with 16.7 m colors
- ◆ 50 MB free hard disk space
- ◆ Intel Pentium 4/5 or AMD Athlon processor with 500 MHz
- ◆ 128 MB RAM
- ◆ CD-ROM or DVD-ROM drive
- ◆ Internet access

## 2. Software Installation

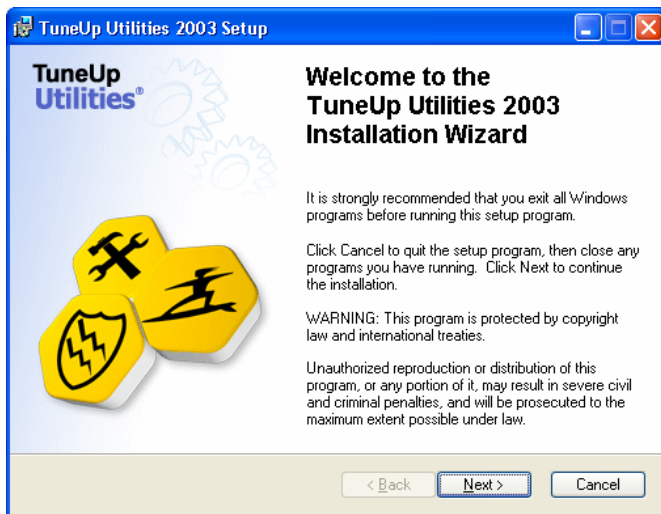
Before you can use TuneUp Utilities on your computer, you have to install the software. During installation, program files are transferred to the hard disk. You can then start and use the Utilities without inserting the program CD into your CD-ROM drive.

### Starting the Installation

If the Autoplay function is enabled for your CD-ROM drive, the TuneUp Utilities installation routine will start automatically. In this case Windows attends to calling the file.

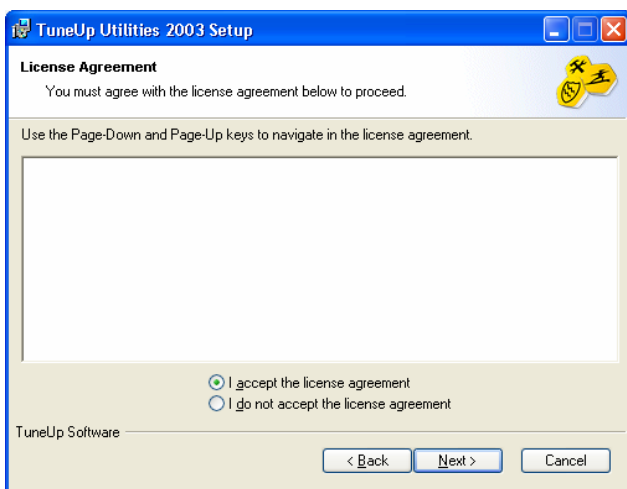
If the Autoplay function is disabled on your computer, nothing happens after inserting the program CD into the CD-ROM drive. In this case, use Explorer or some other file management program to run the file **SETUP.EXE** in the root directory of the CD-ROM. To do this, double-click on the file.

The installation routine will now welcome you. Right at the beginning you are asked to close all other open Windows programs. To do this, switch to these applications with ALT+TAB and close them with the shortcut ALT+F4. This way, possible disturbances and interferences during the installation are prevented. In addition, TuneUp Utilities now can also update and overwrite system files which might otherwise have been in use. Press the **Next** button to proceed.



**Please close all other open Windows programs.**

The program now shows the license agreement. Please read the text once to find out about the terms for using the program. Afterwards, activate the **I accept the license agreement** option and proceed by pressing **Next**.



**You have to accept the license agreement to proceed.**

On the next screen you are asked to fill in the **User information**. The program wants to know your name and the name of your organization/company. The installation routine will attempt to automatically fill in this information for you. The **Serial number** can be found on the front cover of this manual.

For Windows XP and 2000 users: At this point it is also important whether the application is supposed to be available to all users of the computer or to a single user only. In order to install TuneUp Utilities 2003, you need to have administrator rights on the computer.

The screenshot shows a Windows-style dialog box titled "TuneUp Utilities 2003 Setup". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a light beige background. At the top, the text "User Information" is followed by the instruction "Enter the following information to personalize your installation." To the right of this text is a small cartoon character of a yellow notepad with a face and arms. Below the instruction are three input fields: "Full Name:" with a single-line text box, "Organization:" with a single-line text box, and "Serial number:" with four separate single-character text boxes separated by hyphens. Below these fields is a paragraph of text: "The settings for this application can be installed for the current user or for all users that share this computer. You must have administrator rights to install the settings for all users. Install this application for:". Underneath this text are two radio button options: the first is selected and labeled "Anyone who uses this computer", and the second is labeled "Only for me (Test User)". At the bottom left, the text "TuneUp Software" is followed by a horizontal line. At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

**Please personalize your copy of TuneUp Utilities.**

Now we get down to business. On the next screen you have to name a **Destination folder**. That is the directory on the hard disk supposed to accommodate TuneUp Utilities. As a default, the program uses the path C:\Program Files\TuneUp Utilities\. If you want to use another target directory, press **Browse** to select one from a file browser.

Press **Next** to begin copying the files. During this activity, a bar graph will show you the operation's progress. Please wait until the program reports that "TuneUp Utilities has been successfully installed". Then press the button **Finish** to close the installation routine.

# Starting the Software

There are two different ways of starting the program.

During installation, the program creates a new icon on your Windows Desktop. To directly start the software, double-click on the icon labeled **TuneUp Utilities**.

Alternatively, it is possible to use the Windows **Start menu**. Open it and go to the **Programs** folder. Here you will find a new group labeled **TuneUp Utilities**. By clicking on the **TuneUp Utilities** entry, you can load the tools' menu system. You can also start each tool separately, if you already know which program module will be required. In this case, **Utilities** opens an additional cascading menu, where all modules are listed. Clicking on one of the names listed causes the according tool to start.

# 3. Customize & Analyze

The category **Customize & Analyze** helps you to get a grip on four different problems at the same time.



**In this section, various functions are available which help you change the appearance and functionality of Windows.**

**TuneUp SystemControl** undertakes cosmetic changes to Windows. Here you determine what the Desktop looks like and how it works. You will be surprised how many options TuneUp offers in this module. For the most part, they are functions innately offered by the Windows registry. So far, however, only professionals were able to activate these options in the registry.

**TuneUp Icon Engineer** module is responsible for the icons. It exchanges existing symbols for new ones and simultaneously changes a number of system settings.

**TuneUp StartUp Manager** disables annoying startup programs. These are programs which are automatically started together with Windows – often against your wishes. The module lists all startup programs and lets you decide which ones you want to have present in the background from now on.

To let you know which components are installed on your system, the module **TuneUp System Information** endeavors to create a status report. Point-and-click.

## TuneUp SystemControl

To start the program that will help you to fundamentally change the appearance of Windows, click on the button **TuneUp SystemControl** in the selection menu.

TuneUp SystemControl is probably the most powerful module of the software. As soon as the program window has opened, it presents its numerous options in many different categories that are shown on the left. These categories are labeled Viewing, Usage, Communication and Administration. For each of these categories there are several sub-categories as well.

As soon as you chose a category, the program lists the appropriate options on the right side – mostly again in several tabs. On the next couple of pages, we will attempt to briefly present the most important functions.



Very important: In case of doubt, the **Restore Defaults** button helps you to cancel all changes made and to re-establish the old status quo.

One more information: TuneUp SystemControl always adapts to your system and only offers the options that make sense. On the following pages, only the settings for Windows XP will be specified, since this is the current operating system. The context help in the program (which can be reached by right-clicking any option) is available for every operating system, though.

## Viewing - Animations & Effects

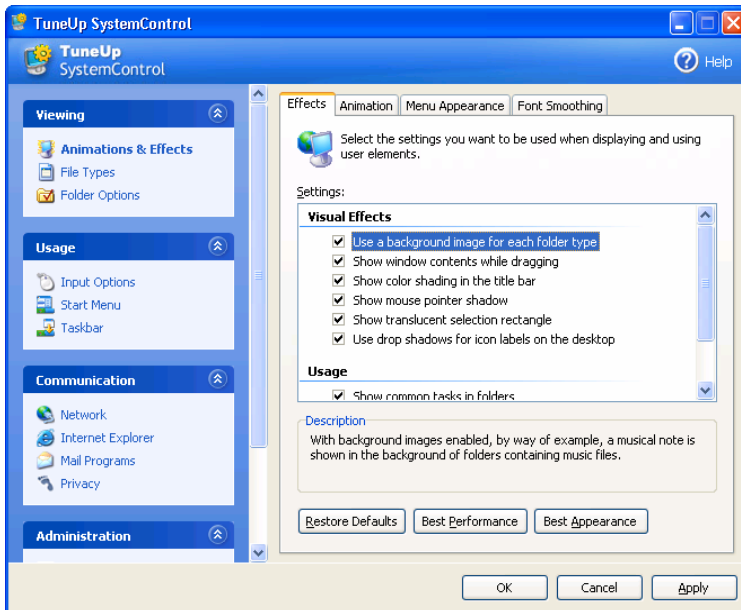
- **Tab Effects**

Here you can activate settings which are used for showing and operating Windows elements. In the **Settings** section, numerous options are listed. The options marked with a check are active at the moment. If you want to deactivate an option, simply click into the box with your mouse to erase the checkmark.

The individual options are divided into the subject areas **Visual Effects** and **Usage**. Here options like **Show window contents while dragging**, **Show color shading in the title bar** or **Show mouse pointer shadow** can be activated. They all show nice optical effects, but slow the system down considerably as well. If you want to know more about an option, select it with the mouse. In the **Description** field, a short explanation will be shown immediately.

Press the **Best Appearance** button to select all options in a way to have Windows show really excellent looks. If you prefer performance, press

the **Best Performance** button. With **Restore Defaults**, the original settings are reloaded.



### Enabling and disabling visual effects.

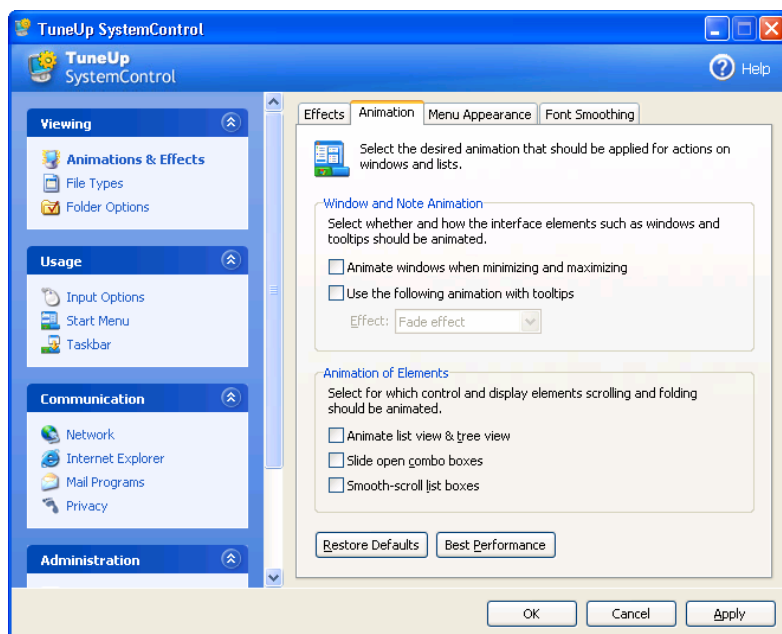
- **Tab Animation**

When using windows and lists, animations may come into operation.

In the **Window and Note Animation** section you can determine whether windows or tooltips will be animated or not. Here you can specifically enable **Animate windows when minimizing and maximizing**. If the option **Use the following animation with tooltips** is activated, you can for example choose an option like **Fade effect** from the **Effect** pull-down menu.

In the **Animation of Elements** section you can decide in which display and control elements both scrolling and opening will be animated. You can activate the three options **Animate list view & tree view**, **Slide open combo boxes** and **Smooth-scroll list boxes**.

Click on **Best Performance** to disable all options that are only straining after effects. With **Restore Defaults** you reactivate the predetermined Windows status quo.



### Care for some animation?

- **Tab Menu Appearance**

Here you determine the look and behavior of context menus and of the application standard menus.

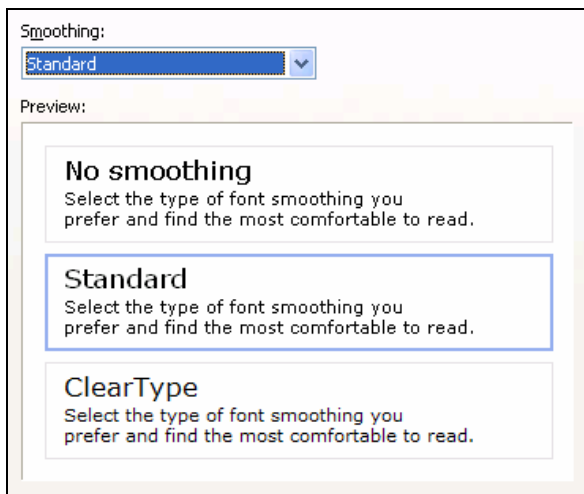
In the **Animation** section you decide whether menu elements will be hidden after being called. In addition, you can select to **Use the following display effect** from the pull-down menu.

In the **Effects** section you choose whether Windows will use flat 2D menus or if open menus ought to cast a small shadow on the area underneath.

- **Tab Font Smoothing**

Texts on screen can actually only be read smoothly, when they have been smoothed in the **Standard** mode. Otherwise they show ugly jagged pixel edges which are particularly obvious in large headlines. The font smoothing technique **ClearType** is quite modern. It smoothes the character more precisely than usual and is particularly suited for LCD monitors.

In this section you decide on one of the three available modes. Preview the characteristics of an option and then determine the **Smoothing** in a pull-down menu.



What form of Font Smoothing do you prefer?

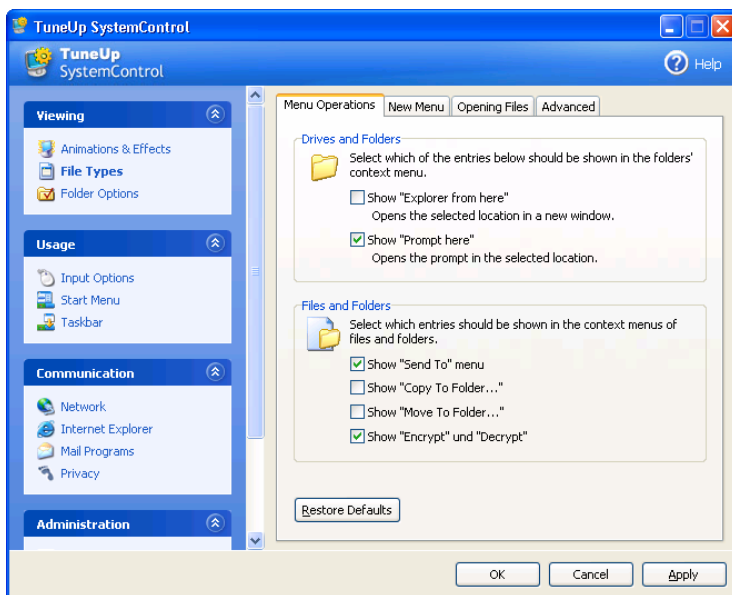
## Viewing - File Types

- Tab Menu Operations

In the **Drives and Folders** section you chose which of the entries listed are supposed to be shown in the folders' context menus. The **Show "Explore from here"** option opens a folder in a new window. The **Show "Prompt here"** option opens the prompt at the location desired.

In the **Files and Folders** section you determine which commands are to be shown in the context menus of both files and folders. Here you can upgrade the four commands **Show "Send To" menu**, **Show "Copy To Folder..."**, **Show "Move To folder..."** and **Show "Encrypt" and "Decrypt"** (not available for XP Home Edition) if required. Commands already active are marked with a check.

And again: The **Restore Defaults** button will re-establish the original Windows settings.



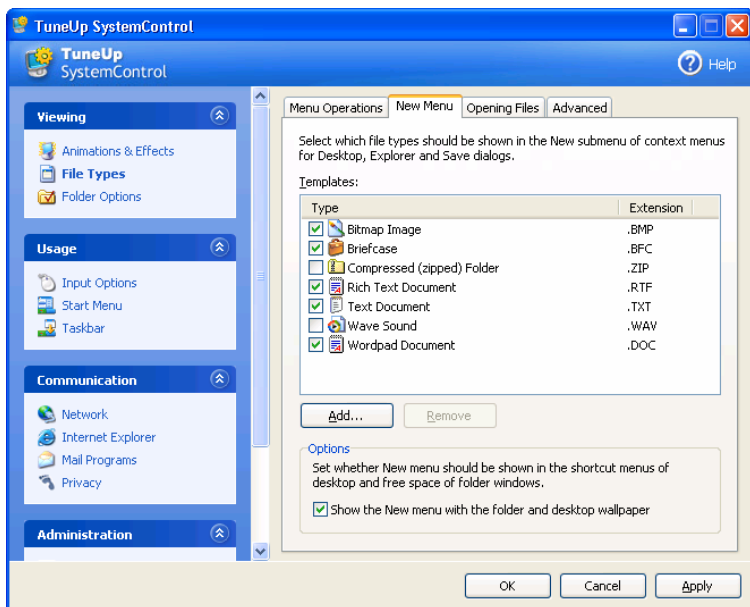
**You can influence the context menus of both folders and files.**

## • Tab New Menu

In the desktop, explorer and save dialog context menus, the command "New" can be found. It opens a cascading menu and offers various file types which can be newly created point-and-click.

With TuneUp Utilities you can determine which **Templates** are to be shown in the "New" menu. If you want to disable individual file types, click into the according checkbox to remove the checkmark there. **Remove** completely eliminates entries from the list. With **Add** more file types can be added to the list.

Under **Options** you can decide whether the "New" menu will be shown in the context menus of both the desktop and the free space in folder windows.



### Changing predetermined settings for the "New" menu.

- **Tab Opening Files**

Here you decide how Windows is to react when opening unknown file types. In the **Default Application** field you determine one of two options. Either the "**Open with...**" dialog will be shown or a file will automatically be opened with a predetermined program, for example Notepad. To pick the second option, enter the application path/start name in the **Open with** field.

- **Tab Advanced**

In the **New Shortcut Prefix** section you can choose whether the "Shortcut to" text will automatically precede each new link name. If you do not want this to happen, simply disable the option offered. If the text is to remain, leave the option enabled.

In the **Windows Picture and Fax Viewer** section you determine if picture and fax files will continue to be loaded into the Windows Picture and Fax viewer via double-click. If this is the case, leave the display enabled.



**Here you can disable the shortcut prefix.**

## Viewing - Folder Options

- **Tab View**

In this section you can decide how folder windows and the objects contained in them will be shown.



In the **Save View Settings** section you can determine if Windows is to remember the position and size of windows and symbols when closing the windows.

The **Pop-up Description** section deals with tooltips windows which can show further information matched to desktop elements and folders. Here they can be inserted for the elements mentioned.

In the **File and folder Names View** you either enable or disable the option **Enable capitals in file and folder names**.

- **Tab Navigation**

Here you determine the settings for navigating folder windows and decide how the Explorer is to react to user input.

In the **Opening of Folders** section you can enable the **Show compressed ZIP archives as folders** option if you want a double-click on a ZIP archive to show its compressed content – as if the archive was a normal folder. The **Always show tree view in folder windows** option can either be enabled or disabled as well.

In the section **Automatic Completion on the Address Bar** you decide if and how entries into the Explorer and Internet Explorer address fields are to be completed automatically. Originally the options **Use inline AutoComplete** and **Show list with suggestions (sorted by similarity)** are active. You can also determine that lists are opened upwards – instead of downwards.

- **Tab Thumbnails**

In folders, Windows can show you small thumbnail previews matched to a picture collection. Here you decide how these preview pictures will look like.

In the **Thumbnail Size** you determine the dimensions of the thumbnails. The default is **96 pixels**. You can, however, enter any other value.

In the **Picture Quality** section, use the slider to determine the quality of the generated thumbnails. The better the picture quality, the more disk space the previews will need.

In the **Thumbnails** section you decide if the thumbnails will be stored intermediately in a file called THUMBS.DB . The file is then simply saved with the folders and can later be read out particularly quickly.

- **Tab Colors**

This is another place where we deal with the look of folder windows. You can determine the color which individual elements will be highlighted in on mouse-over. If you are using the NTFS file system on your partition, you can let the system show encoded and compressed files in a very particular color as well.

- **Tab Advanced**

In the **Desktop** section you determine which typical Windows modules with an Icon should be present on the Desktop . Press **Settings** to show a selection of the possible elements in a separate window. You can, for example, check the Recycle Bin and the Planned Tasks and thus accept their icons for the desktop.

In the **My Computer** section you can scan an overview of all drives shown from the Windows module My Computer with **Settings**. If you remove a check in front of a volume entry, the according drive will no longer be shown on My Computer.

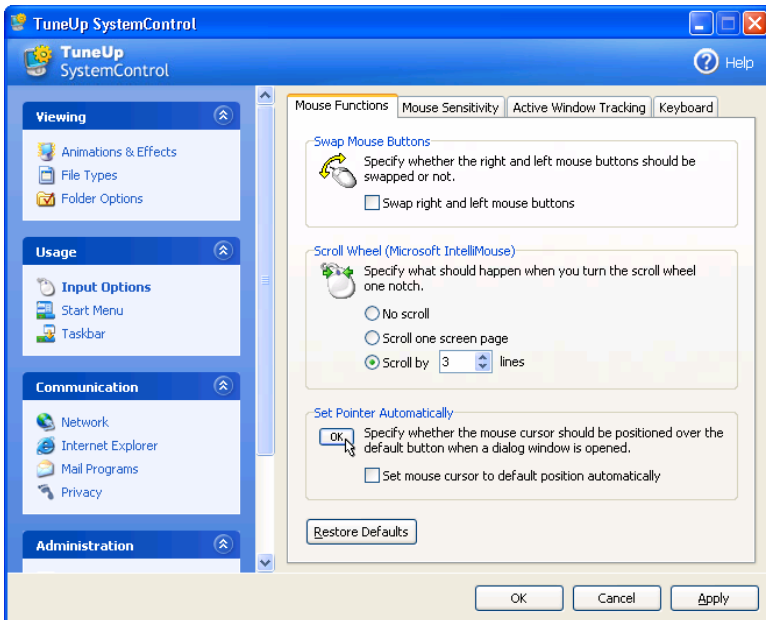
# Usage - Input options

- **Tab Mouse Functions**

In the **Swap Mouse Buttons** section you can exchange the left and the right mouse button. You then basically do mouse-clicks with the right button and activate software context menus with the left one.

Many mice are equipped with a scroll wheel by now. Convenient for the Microsoft Intellimouse and compatible models you can, in the **Scroll Wheel** section, determine what is to happen when using the wheel. The default is **Scroll by 3 lines**, whereas you can still change this number. Alternatively you can extend to **Scroll one screen page** or enable the **No scroll** option which deactivates scrolling completely.

A rewarding function is offered in the **Set Pointer Automatically** section. If this option is active, the mouse pointer automatically moves to the button highlighted when a dialog box is opened, enabling you to immediately click the button.



### Changing mouse settings in TuneUp SystemControl.

- **Tab Mouse Sensitivity**

In the **Mouse Sensitivity** section you determine the mouse movement tolerated in a double-click and necessary for dragging. The values are given in pixels, the default is four pixels. Try the new settings on the **Test Icon** immediately.

In the **Hover Settings** section you can also change the **Movement tolerance** and the **Hover time** of the mouse pointer - based on the hover effect. This occurs as soon as the mouse pointer rests on an icon for a certain time span. A **Test Icon** is available here, too. It lights up as soon as the mouse pointer rests on it.

- **Tab Active Window Tracking**

In this section you can enable a function which some users value as very helpful and others deem particularly annoying: The automatic window activation.

If you enable the **Activate active window tracking** option, it from then on suffices to simply move the mouse pointer over an inactive window to activate it so that you can work with the program. If the function is enabled, it is possible to enable **Delay before activation**. This determines for how many milliseconds the mouse pointer has to hover over a window for it to be activated. The option in the **Foreground** section also has to be enabled. It makes sure that the activated window is moved to the top.

- **Tab Keyboard**

The settings in this section refer to work with the keyboard. You can, for example, **Activate flashing cursor** in the **Flashing Cursor** section. In a word processing program the cursor will then blink and thus be easier to detect. You determine the flashing frequency via a slider. The **Preview** shows the changes made. If desired, the cursor width can be adapted to individual notions by entering a new pixel value.

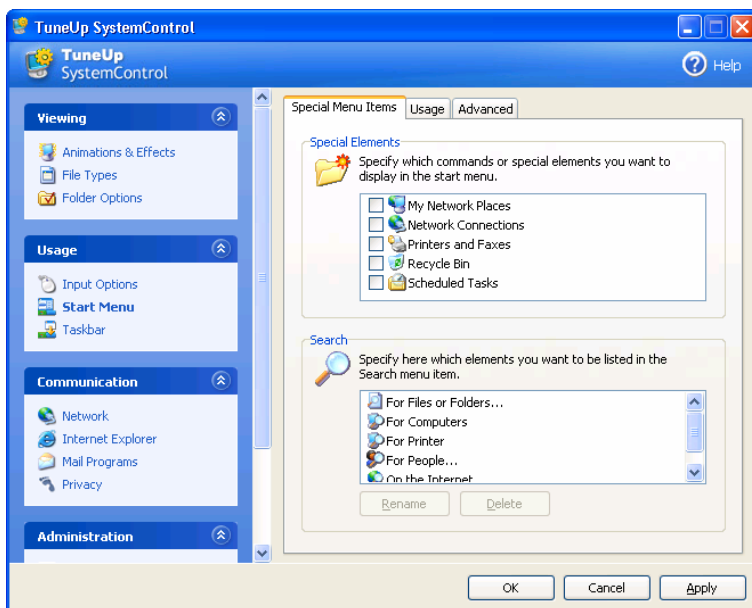
Enable the **Activate key combinations with the Windows key** in the **Windows key** section to enable Windows to create hotkeys including the Windows key.

# Usage - Start menu

- Tab **Special Menu Items**

In the **Special Elements** section you can specifically determine which commands are to be shown in the Windows start menu. Simply mouse-click into a checkbox to set a check or to remove it again.

In the **Search** section you chose the elements which will be listed under the start menu command "Search". You can highlight individual entries and remove them from the overview with **Delete**.



**Determine the commands that should be shown in the start menu.**

- **Tab Usage**

In this section you choose the look of the start menu and determine menu behavior on mouse events.

In the **Open Cascading Menus** section you can, with the aid of a slider, define the span of time passed before a menu opens after the mouse has moved over a menu entry. Combined with this option, the **Open menus automatically after time given below** option has to be enabled. Alternatively you can enable the **Open menus only via mouse-click** option.

In the **Further Settings** section you can either enable or disable the **Enable Drag & Drop** option.

- **Tab Advanced**

The **Documents Menu** section attends to the menu command "Documents" in the start menu. As is known, this allows you to quickly access the documents last used. If this service is to remain, the **Enable history for the most recently used documents** option has to stay enabled. In the **Number of documents in Start menu** field you determine how many documents the menu command will refer to. The default is 13.

In the **Configure Start Menu** section you can press the **Sort Entries by Name** button. This will sort the folders and program names in the start menu by alphabet. If you want to delete individual entries from the program menu, use the **Customize** button.

# Usage - Taskbar

- **Tab Flashing Buttons**

During the input of texts and other content the activation of other windows is prevented. A flashing button in the taskbar draws your attention to the fact that another software needs your attention. If this flashing is to remain, the option **Enable flashing taskbar buttons** has to stay enabled.

In the **Flashing Frequency** section you determine how often the button in the taskbar is to flash. There are two options available. The first option keeps the button of a window in the taskbar flashing until clicked on. The second option limits the flashing to a number which can be set by the user. The default here is 3.

In the **General** section you determine how much time the system will wait before other windows can activate again.

- **Tab Button View**

Here you specify if and how windows are represented by buttons in the taskbar.

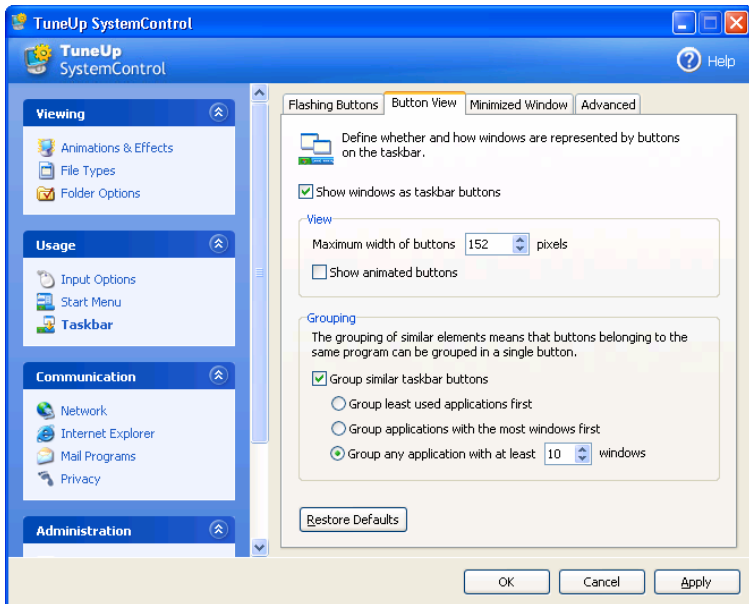
If you want an open window to at the same time deposit a button on the taskbar, the **Show windows as taskbar buttons** has to stay enabled.

**View** section: Specify the **Maximum width of buttons** in pixels. The default is 154 pixels. The **Show animated buttons** option can be enabled or disabled.

In the **Grouping** section you can determine that several windows of one and the same application are represented by a shared button on the taskbar. If you want this kind of grouping, enable the **Group similar**



**taskbar buttons** option. Matching this setting, also enable the **Group any application with at least X windows** option. By default grouping happens as soon as two windows of one application are shown on screen and there is no space left on the taskbar.



**Several windows belonging to one application can be grouped on the taskbar.**

- **Tab Minimized Window**

If you size down an application, sometimes only the title bar remains which will then automatically be moved to the lower border. In the **Position and Alignment** section you determine the exact target position of these bars. The default is **Left Bottom**, where several bars are shown **Side by side**.

In the **Spacing** section you specify how much pixel distance will be left between the individual bars.

- **Tab Advanced**

Windows XP often shows balloons on the right side of the system tray which notify you of important events or ask you to do various things - to save new data to CD for example. If these memos are supposed to keep appearing, the option **Show balloons in the notification area** has to remain enabled.

## Communication - Network

- **Tab Sharing**

In the **Encrypted Password Transfer** section, the **Transfer only encrypted passwords for shared resources** option can be activated. But when using Linux/Unix Samba it might be necessary to deactivate encoding for compatibility reasons.

In the section **Administrative Shares** you can deactivate the option that allows a third party to access your drives via the network.

- **Tab Performance**

In the section **Automatically Search for Shared Resources** you activate or deactivate the option **Search network for shared resources automatically**. When the option is activated the network is searched for released folders and printers at regular intervals. But this can reduce the performance of the computer.

In the section **Automatically Search for Scheduled Tasks** you can activate or deactivate the option **Search computers for scheduled tasks**. When the option is activated and computers within the network are accessed they are always browsed for planned tasks. But this can also reduce the performance of your computer.

In the **Quality of Service** section you can acquire bandwidth and at the same time you can set a limit for the bandwidth. Following the QoS service can acquire bandwidth for important packages right away if required. This has influence on the capacity of data transfer.

- **Tab Security**

This tab deals with various security aspects. The **Password Storage** section deals with the Windows service that memorizes passwords that have been put in before. This is especially useful when connections for data communication are installed. The memorization of passwords is, of course, a security risk. Here you can block or allow the password storage for net services and for NT domains.

The **Universal Plug and Play** section deals with the Windows service that can recognize devices newly connected to the network automatically. This recognition is also a security risk that can be removed by disabling the option **Enable Universal Plug and Play**.

- **Tab Internet Time**

It can be quite annoying if the system clock of the computer is always fast or slow. In this case, it is sensible to synchronize the computer clock with the atomic clock via the Internet. If you want to use this function, the following option has to be activated: **Synchronize with Internet time server automatically**.

In the section **Available Time Servers** TuneUp SystemControl already mentions two well-known standard time servers. If you know more online addresses you can upgrade them by using **Add**.

- **Tab Internet**

Here you can configure the data transfer via the Internet protocol TCP/IP.

In the section **TCP/IP Settings** press the button **Settings** to view the current TCP/IP settings. They can be manually edited.

If you want the data transfer to be accelerated automatically press the button **TuneUp System Optimizer**.

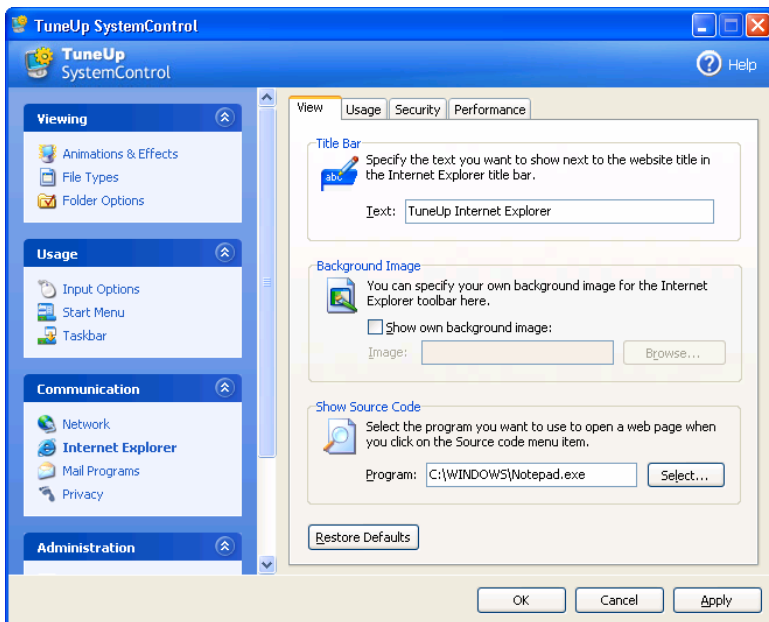
## Communication - Internet Explorer

- **Tab View**

In the section **Title Bar** choose **Text** and then put in which written line should be shown in the title bar of the Internet Explorer. The default is "Microsoft Internet Explorer".

In the **Background Image** section you can decide whether you want an image behind the tool bar of the Internet Explorer. If you wish this, activate the **Show own background image** option and select your own image by using **Browse**.

By using **Select** in the **Show Source Code** section, you define a program that will be started to visualize the source code of a website. The program used by default here is Notepad.



**You can influence the appearance of the Internet Explorer.**

- **Tab Usage**

In the **File Menu** section you define what happens when you call the command "New" in the menu "File". You can either have the computer show the submenu command "New Window", which simply starts a new browser entity, or you induce the program to show a submenu.

In the **Favorites** section you can activate and deactivate the file "Links" in the Internet Explorer favorites. Therefore you have the option **Show Links in Favorites menu**. Press the button **Sort Favorites By Name**, in order to have the favorites arranged in alphabetical order.

- **Tab Security**

This tab deals with settings within the Internet Explorer that are relevant for security.

In the section **Internet Explorer User Agent String** you define how the Internet Explorer identifies itself at the websites frequented by you.

In the **Download Confirmation** section you select whether the Internet Explorer is allowed to accept certain downloads, such as videos or music, without confirmation. If you want an inquiry, the following option has to be activated: **Always confirm before downloading files**.

- **Tab Performance**

Here you define the **Profile** that is most suitable to the bandwidth of your Internet connection. In the **Description** field you can read how many simultaneous server connections are needed for an accelerated website build-up.

## Communication - Mail Programs

- **Tab Outlook Express**

If you use Outlook Express, you can change the writing in the title bar in this tab. Furthermore you can decide if the splash screen is supposed to be shown during the start. If you wish, the Microsoft Messenger can be loaded parallel to the start of Outlook Express.

- **Tab Outlook XP Appearance**

In the **"Type a question for help" Field** section, you define if this field is shown in the Outlook XP tool bar. From here you have a quick access to the help functions of the software.

In the **Minimize Outlook XP** section you select if Outlook XP should be shown as an icon in the taskbar or the system tray when the window is minimized. If you decide for the system tray, activate the option **Minimize Outlook XP to notification area**.

In the section **Live Scrolling in Word** you can select, whether the section of emails and documents shown in Word during the scroll is updated immediately or not until the mouse button is released.

- **Tab Outlook XP Security**

When Outlook XP gets attachments within an email, the opening of certain file types should be prohibited generally. Otherwise, script viruses could be activated. In the section **Blocked File Types** you can see all file types that by default cannot be opened with Outlook XP. You can call off such a prohibition singly or cancel them all completely by using the option **Block None**.

## **Communication - Privacy**

- **Tab Clear Traces**

Activate the **Delete history lists at logoff** option when Windows should empty the lists of the documents and programs last used while the computer is shut down. That way, nobody can reconstruct what you have done on the PC.

Activate the option **Empty Internet Explorer cache when exiting** if you want the web browser to delete the cache when it is finished. This should only be the case, if you are very safety-conscious and you would not like a third party to be able to reconstruct what you did online by using the data in the cache.

- **Tab Internet Explorer**

You should activate the option **Block information on surfing habits through "Alexa"** if you want to deactivate the Windows "souvenir" Alexa. It sends information about your surf habits over the Internet to the company that created Alexa to allow the "Show Related Links" service.

When the option **Disable integrated Windows authentication** is activated, Internet Explorer does not try anymore to log on to websites automatically via the Windows authentication.

When the option **Prevent check for updates** is activated, Internet Explorer does not frequently contact the Microsoft Server anymore to inform you about possible updates.

- **Tab Update**

This tab deals with the Windows function called "Windows Update". If the option **Activate automatic Windows updates** is turned on and an Internet connection exists, Windows is allowed to connect to the Microsoft server to check whether updates for your system are available.

The option **Activate step by step installation** can be activated if you want to be in control of your computer's actions. As a result, Windows asks for your permission *before* downloading updates instead of silently



downloading them in the background without asking for your permission.

- **Tab Media Player**

The Windows Media Player also communicates a lot with the Internet. On this page, you find three options that make sure that your privacy is considered. The button **Highest Security** activates all three options at once.

**Do not acquire licenses automatically:** The Media Player is not allowed to acquire licenses for protected media data.

**Do not allow websites to identify player:** A website is not able to uniquely identify your Media Player. If the identification is allowed, a globally unique number identifying your Media Player will be sent to every website that you visit to watch videos or to listen to music.

**Disable automatic Codec download:** The Media Player can download a compatible play software from the Internet for music formats and video formats that it does not know. That upgrade can be prevented if you wish to.

- **Tab Advanced**

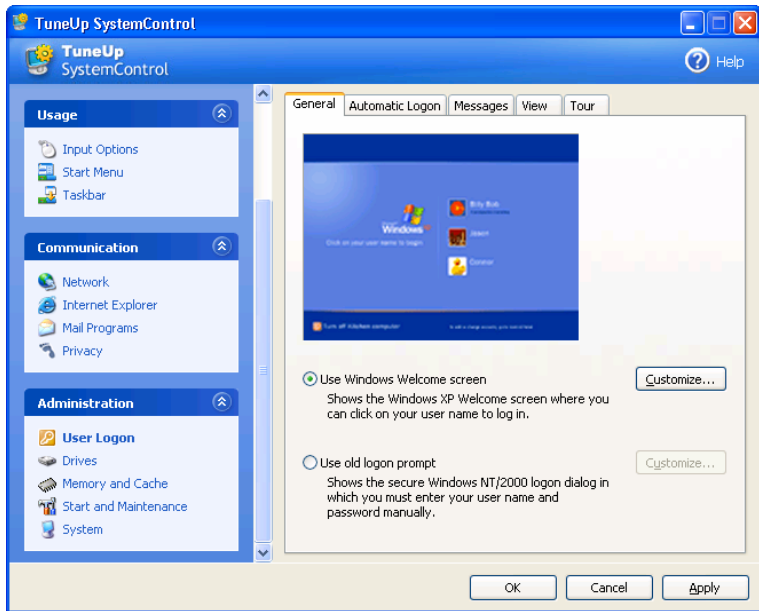
After a system crash, Windows XP sends an error report including the user's system configuration to Microsoft. Press the **Error Reporting** button to open an overview of the various reports. They can all be activated via mouse click.

# Administration - User Logon

- Tab **General**

At the start of Windows XP a welcome screen is loaded showing your user name, which you can click directly to log in. If you have chosen the option **Use Windows Welcome screen**, this welcome screen remains. In addition, you can define more options by using **Customize**.

Besides that, you can activate the option **Use old logon prompt**, where you have to put in your data manually. This login method is more secure than using the welcome screen because a possible attacker doesn't see a list of valid user names. Again this screen can be configured with the **Customize** option.



## How would you like to log on to Windows in the future?

- **Tab Automatic Logon**

You can work around this logon into your system by logging on a certain user automatically. In that case, simply switch on the option **Enable automatic logon** and write your access data into the place holders.

Within the security option, you define whether avoiding the automatic logon by using the shift key is allowed or not. In addition, the system can be forced to perform a login right away after a logout.

- **Tab Messages**

In the section **Notification Before Logon**, a gimmick can be activated that shows all users a predefined notification before logon, such as a warning from the boss not to surf the Internet at the company's expense. First of all, activate the option **Show message before logon**, then write the headline and then write the actual text into the place holder.

In the **Logon and Logoff Troubleshooting** section, activate the offered option if you want detailed status notifications to be shown during the logon and the logoff process.

- **Tab View**

In the **Screensaver** section you can select a screensaver. It will be shown when no user is logged onto the computer. Select a screensaver from the pull-down menu. Then define the idle-time until its appearance in minutes.

Please do not confuse the logon screensaver with the normal screensaver that you can specify in the Display Properties dialog of Windows. The logon screensaver that can be chosen in this tab is independent from your normal screensaver.

- **Tab Tour**

Newcomers to Windows XP can go on a tour after the start of the system. During the tour, all important modules of Windows are introduced to the user.

Choose **Settings** and activate the option **Show Windows Tour after logon**, if the invitation to the tour should be announced after the start of the computer. In the **Scope** section you can also decide if this option is only for the current user or for all users.

# Administration - Drives

- **Tab General**

The **Enable UDMA66 Support** section deals with IDE hard disks with UDMA support. If you as an owner of such a hard disk activate the offered option, the data transfer is accelerated.

In the **NTFS File System** section you can activate two options if you use the NTFS file system on your hard disks. These options are **Save date of last file access** and **Save short (DOS) file names**.

- **Tab Disk Space**

Windows raises an alarm automatically when there is almost no disk space left on a drive. A cleanup can be started point-and-click. To deactivate that alarm, turn off the option **Show low disk space warning** – if you feel disturbed by it.

- **Tab AutoPlay**

In the **Media Change Monitoring** section, activate the option **Monitor CD drives for media change**. In that case, Windows controls the CD drives. As soon as a new data carrier is inserted, Windows reads it and tries to start its content automatically.

In the **AutoPlay** section, press the button **Advanced** to define the play settings for various media, such as music CDs.

- **Tab Advanced**

In the **My Computer** section, press the **Settings** button to define which elements in the Windows My Computer area are shown.

The Button **TuneUp Icon Engineer** calls up the Icon Engineer module of TuneUp Utilities. With its help, you can replace the icons of single drives and drive types.

If you want to defragment your drives and to arrange your files optimally on your hard disk, so that they can be found faster, press the button **Defragment**.

## Administration - Memory and Cache

- **Tab Memory Management**

The **Virtual Memory** section deals with PC systems with more than 256 MB memory. Here, the performance can be increased by deactivating both driver and core removal. They define whether the drivers and the Windows-System core are always stored in the memory or if a removal during idle-time is allowed.

In the **Page File** section, TuneUp gives the option to overwrite the content of the Windows swap file with zeros in order to delete it when the system is shut down. That function disables a spy to find out what you have worked on while at the PC.

- **Tab Memory Usage**

In the **Memory Usage** section you define whether the computer should reserve more memory for the programs or for the system cache.

If you want to optimize the memory, press the button **Start TuneUp MemOptimizer**.

- **Tab Advanced**

This tab allows you a fast point-and-click access to the three tools **TuneUp StartUp Manager**, **TuneUp Process Manager** and **TuneUp System Optimizer**. These three tools will be introduced in the manual later on.

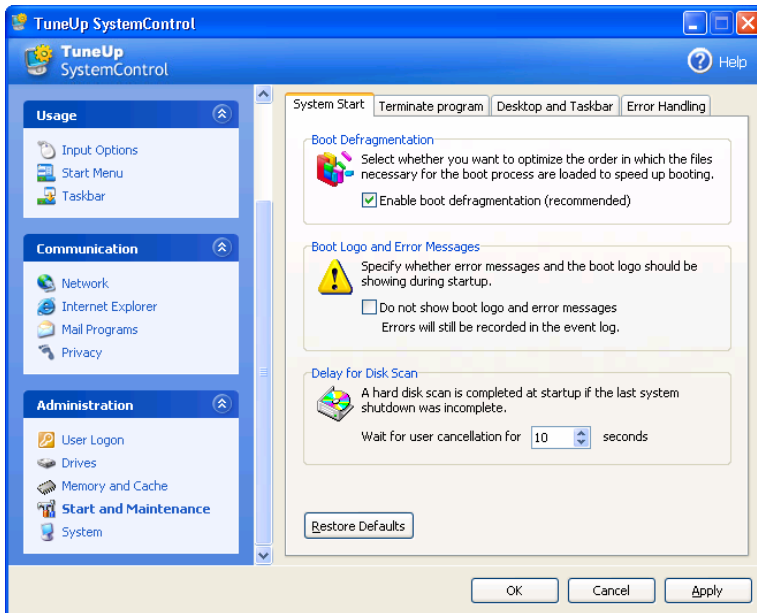
## **Administration - Start and Maintenance**

- **Tab System Start**

The **Enable boot defragmentation** option results in the data needed for booting being arranged on the hard disk in a way that lets it be found very quickly.

If the option **Do not show boot logo and error messages** is not activated, Windows does not only disable the showing of the logo, but does not show any alarm messages during booting.

The section **Delay for Disk Scan** deals with the CHKDSK module. It starts automatically when the computer has not been shut down correctly and checks whether the data on the hard drives is intact. The scanning process can be interrupted by the user by pressing a key. Here, you put in how many seconds CHKDSK should wait for the user's interruption before the scan starts.



**The boot defragmentation accelerates the system start.**

- **Tab Terminate program**

What is Windows supposed to do when single applications "freeze" - that means crash? In the **Idle time without Feedback** section, you define the time in milliseconds that the system gives the program to send feedback. After this, it will be closed either in the task manager or when the computer is shut down.

In the section **Close Applications Automatically** you have the choice between the two options **Show the "End Program" dialog** and **Close applications automatically**. Please be careful with the latter option as applications asking for user input on shutdown (i.e. "Do you want to save the file XYZ?") will be terminated automatically after the specified time-out period.



- **Tab Desktop and Taskbar**

The section **Desktop and Taskbar in Separate Processes** deals with an important question of stability. By default, the desktop and the taskbar are carried out together with the Explorer. If the Explorer crashes, the desktop and the taskbar crash with it. That is the reason why you can provide the desktop and the taskbar with their own process. But to do so, you will need 8 MB of additional memory.

It is best to activate the offered option in the section **Restart desktop and taskbar automatically after errors**. It makes sure that after a crash of the desktop and the taskbar both modules are restarted automatically. As a result the system remains usable.

- **Tab Error Handling**

Activate the option **Play acoustic signal when errors occur** if you would like the system to warn you with a sound about errors and wrong inputs.

In the **System Errors** section, you define what should happen when the system was stopped because of a critical system error. You can choose between "Restart the system automatically" and "Show an error message (blue screen)" in the pull-down menu.

# Administration - System

- **Tab General**

In the **General** section, you can change the name and the company of the user, who has registered the present Windows version. Here you can also find the serial number.

In the section **Windows Installer – User Data**, insert both the name and the company name, which will be inserted into user information automatically when new software is installed.

With the **Settings** button in the **Support Information** section, a configuration window is opened. Here you can adjust the features of the system for the information shown.

- **Tab Common Dialogs**

In this tab you define the appearance of the common dialogs for opening and saving files.

In the **Elements** section, you decide which navigation elements for simplified operating are shown in common dialogs. At this point, you can activate the "Back" button and let yourself be shown an additional selection field with the files used latest.

In the **Places Bar** section you decide whether a location bar is shown on the left hand side of the standard dialogs and which locations it should refer to. Press the **Customize Places** button to create references such as "My Recent Documents", "Desktop" or "My Documents".

- **Tab Search**

The options on this screen have influence on the optics and the performance of the search dialog.

The **Disable Indexing Service** option assures that the cataloguing of your documents, which is automatically carried out in idle time, is prevented by the index service.

The option **Use classical search in Explorer** takes over the classical search dialog style, known from Windows ME and Windows 2000, instead of the modern style.

In the section **Searched File Types** you can define which text types and file types are scanned for certain content by using the **File Types** button.

- **Tab Special Folders**

Here you can define to which physical paths special folders, such as "My Documents" should refer to. Highlight a special folder and press **Change** to adjust the path to your notions.

- **Tab Repair**

In this tab, TuneUp SystemControl presents numerous problems to you, which can occur when using Windows. Select an entry from the pull-down menu **Potential Problems**, which applies to your system and then press **Repair Now** to solve the problem. An example for such a problem would be: "The Recycle Bin icon is missing from the desktop".

# TuneUp Icon Engineer

Without icons, Windows will not get far. The small square symbols can be found everywhere – in the start menu, in the file dialogs and, of course, on the desktop.

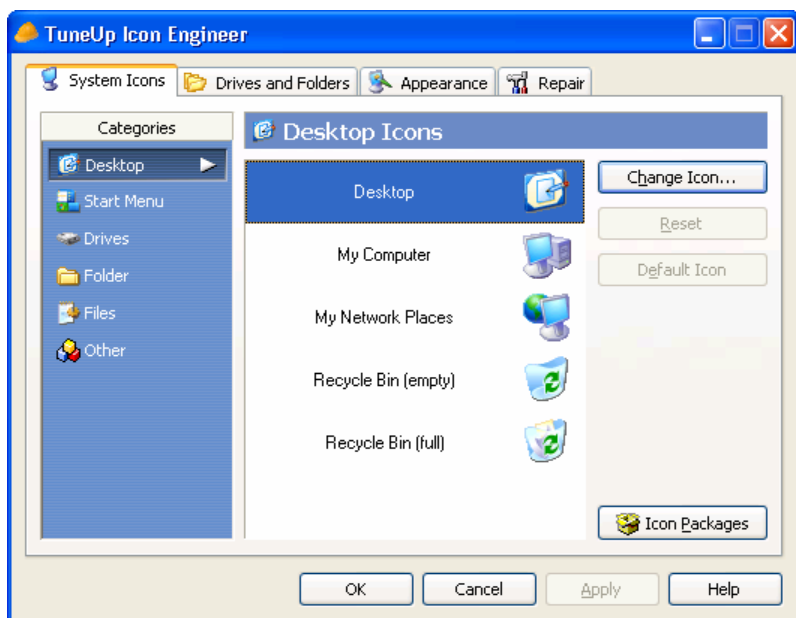
TuneUp Utilities dedicates an own program to the icons. Start **TuneUp Icon Engineer** to give your icons a digital "fresh cell regimen". Immediately a program window is loaded that offers you options on four different tabs.

## System Icons

In the **System Icons** tab, you have the opportunity to exchange the default icons for new motifs.

After you have opened the tab, the **Desktop** icons are shown to you automatically, as you will be able to see in the list on the left hand side. Highlight one of the icons shown if you want to change it.

Press **Change Icon** to view a variety of potential icons. The program reads the icon library SHELL32.DLL, which is enclosed in Windows. If you have an own icon library, it can be read by using **Browse**. When you have selected a particular icon, highlight it and then press **OK** to apply it.



**You can exchange all of these icons.**

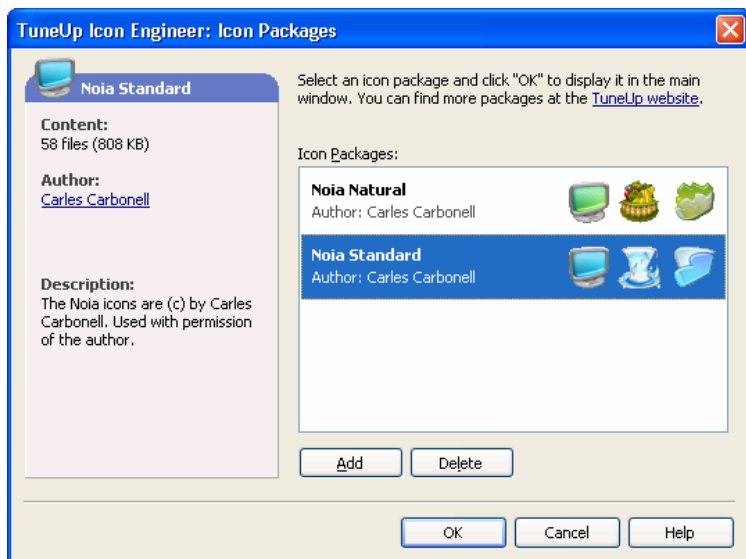


**Select an appropriate icon.**

When you have exchanged an icon, you can undo the change by using **Reset**. After several changes, you can use the button **Default Icon** to get back to the original Windows icon.

If you want to change the appearance of Windows, you do not have to restrict your decoration to the desktop only. In the left bar **Categories** you can also switch to the **Start Menu** or you can take a closer look at the icons of **Drives, Folder** and **Files**.

By the way, TuneUp Icon Engineer includes complete alternative icon packages. It is possible to exchange the old-fashioned Windows icons with the new icons in one step. To do so, press the **Icon Packages** button. A new window opens and shows you all icon packages available. Highlight one in the list and press **OK** to activate it. Further icon collections are offered to you on the TuneUp Software web page.



**TuneUp Utilities offers its own icon packs.**

## Drives and Folders

Each drive and each folder gets assigned a standard icon by Windows. With the Icon Engineer you now have the opportunity to edit individual icons.

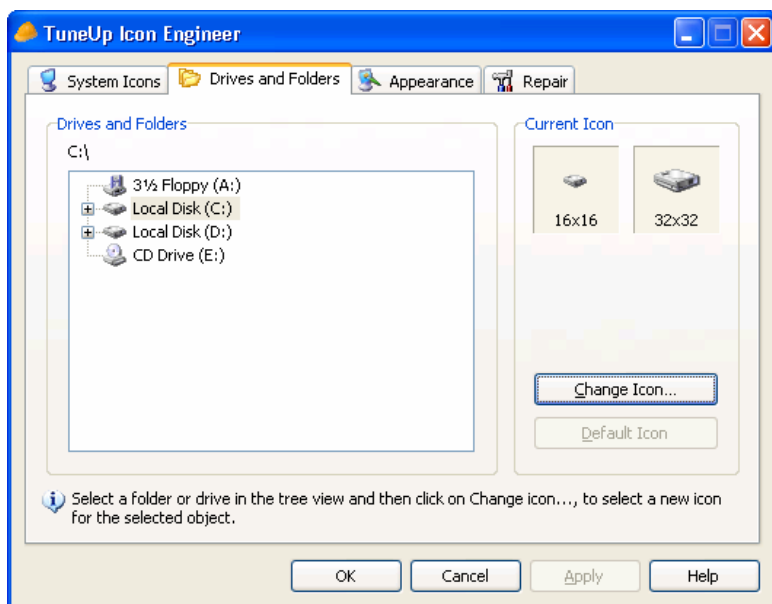
You can, for example, equip your computer games section with a particularly funky fun-icon, while the hard disk containing your office applications keeps a rather businesslike symbol. The exchange of particular icons is, of course, pure gimmickry.

Go to the **Drives and Folders** tab to view the icons activated at the moment. Next, highlight an icon that you would like to exchange und

press the **Change Icon** button. The program then reads the icon library Shell32.DLL that is enclosed in Windows. If you have your own icon library it can be read by pressing **Browse**. When you have found a suitable icon, highlight it and then press **OK** to use it.

Whenever you press the **Default Icon** button, the old icon is activated again and the exchange is undone.

Notice: You will have to log onto Windows XP again to exchange the drive icons. Exchanging the icons of the folders is possible right away.



**Exchanging the hard disk and folder icons.**



## Appearance

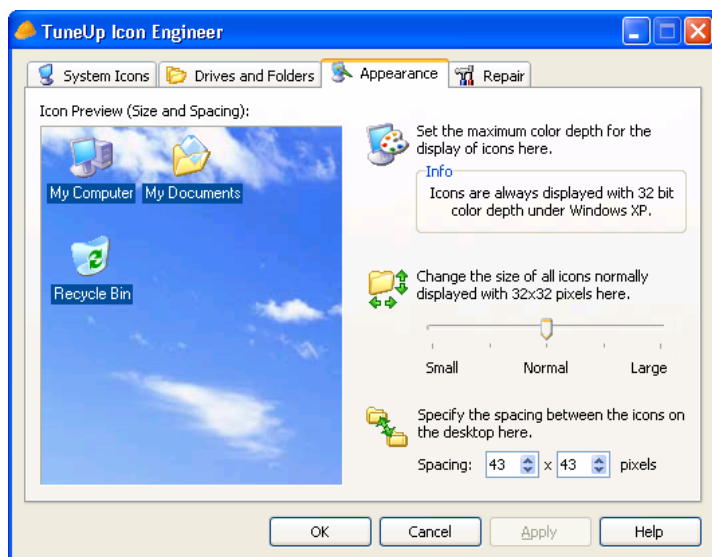
Go to the **Appearance** tab. At this point, the program works with the icons on the Windows desktop again. Here you can edit a variety of features that influence the representation of the icons.

Notice: The program window shows you a preview of all modifications that you make here on the left hand side. That way you can control yourself.

In Windows XP it is impossible to manipulate the maximum color depth of the icons, because it is always 32 Bit (which is the maximum). If you are using an older operating system you can raise the value here.

The desktop icons have a size of 32 x 32 pixels. By using a slider you can modify the size of the icon. Making the icons smaller is not a problem, but when you make them bigger, annoying jagged pixel edges might occur.

At the very bottom of the window you can define the spacing of the icons on the desktop. You can set the distance in pixels - vertically and horizontally.



**You can change the size and spacing of your desktop icons.**

## Repair

Surely it is fun to modify the Windows icons and to put in personal settings. But what will you do if the modifications desired for the icons are not implemented or Windows even interchanges individual icons?

In that case go to the **Repair** tab and press the **Reload Icons** button. It makes sure that the chaos comes to an end.

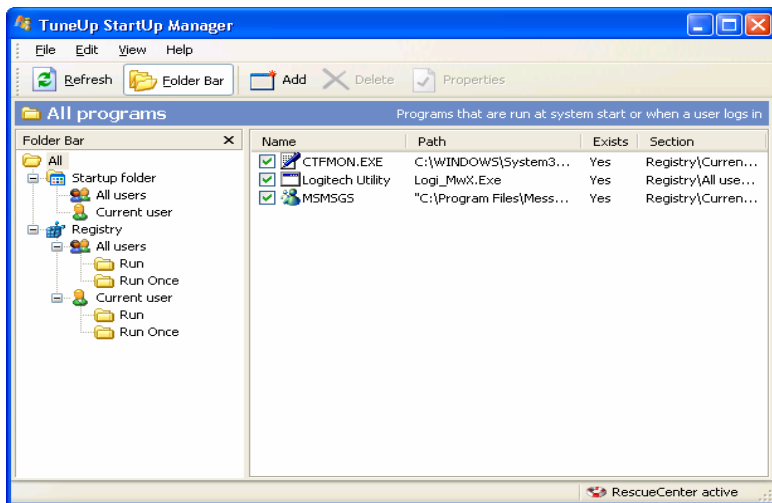
# TuneUp StartUp Manager

Many programs start automatically with the Windows system without further enquiry. That often happens on purpose when resident tools, such as the virus scanner, an ISDN call monitor or a text module administration are loaded.

But often enough, newly installed programs set themselves up as startup programs. This is annoying when the application is not used or when the user is harassed by tedious requests when starting the computer.

Many users know that the startup commands can be found in the Startup folder in the start menu und can also be deleted from there. But this is not the whole truth: Some start commands are entered directly into the registry and cannot be reached through the Startup menu. The tool **TuneUp StartUp Manager** is fortunately able to find any startup program - no matter how well it has hidden its start command.

Right at the start, the utility lists all startup programs. On the left hand side of the **Folder Bar** the entry **All** is highlighted. You can reduce the list by clicking on a branch such as **Startup Folder** or **Registry**. As a result, only the startup entries that are administered there are shown.

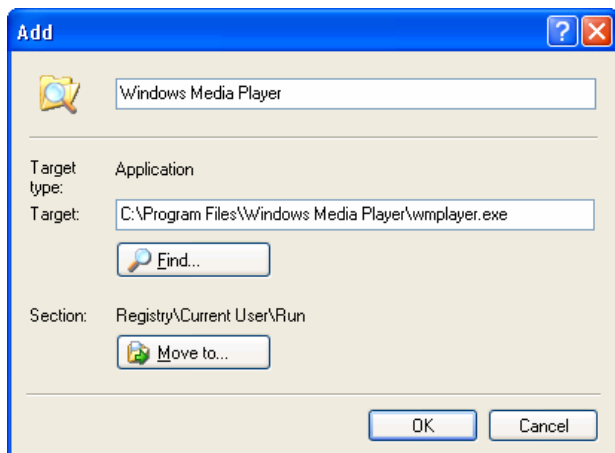


### The overview of all detected startup commands.

All startup programs are usually checked and therefore activated. If you remove the pre-selection by clicking on the particular boxes which are checked, the commands concerned will not be carried out anymore at the next start. This way you can find out if an entry is as unimportant as it seems. In case of emergency you can always check the box again via mouse click.

Entries marked can be removed from the list completely by using **Delete**. Press **Refresh** afterwards to re-import the list. Now you can control whether the annoying Startup programs have really been removed.

If you wish to add a new Startup program to the list yourself, mark the folder in the bar and press the **Add** button. Insert the name of the application into the dialog und select the path to the start file of the software in the **Target** field. The **Find** button helps you.

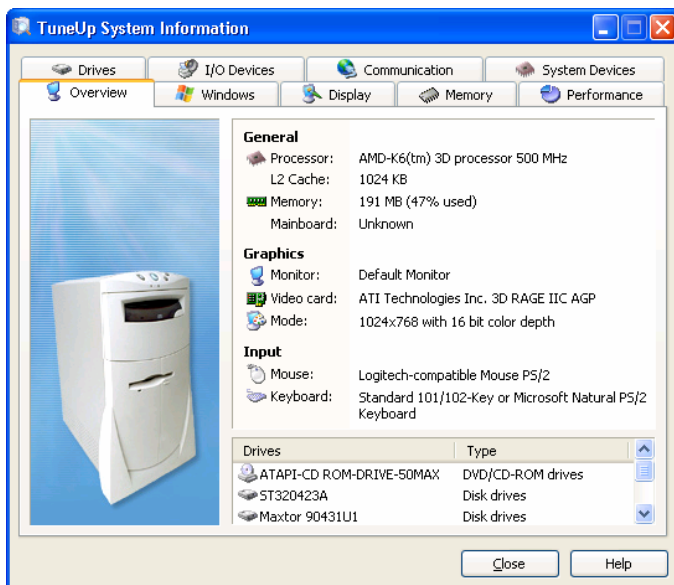


**You can add an Startup entry of your own.**

## TuneUp System Information

**TuneUp System Information** takes a deep look into your computer and gathers numerous facts and information about your hardware and software in only a few seconds. This data can be important for you when you want to upgrade the system or when you are asked by a support technician if certain components are installed on your computer.

The particular facts are compiled within nine tabs. The most important one is the **Overview**. It includes the most important information about the most important equipment. Here you can see which processor is installed in the computer, there is information about the memory, the performance of the graphics card, which mouse is used and which facts can be given about the various drives.



**The overview page shows the most important components of your PC.**

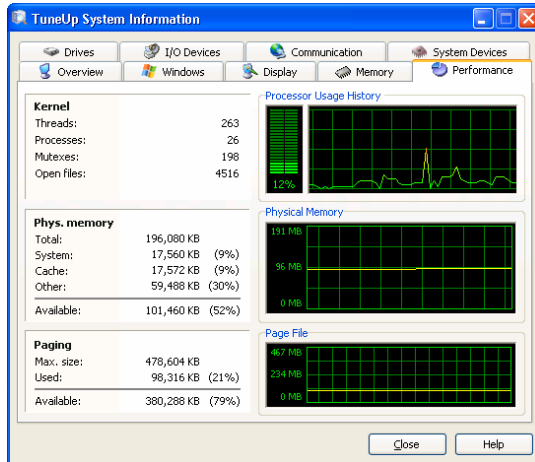
In the other tabs you get acquainted to following information:

**Windows:** The program provides you with detailed information about what Windows version is installed on your computer, when you have started the computer the last time and which version of the Internet Explorer is used.

**Display:** All essential Information and supported modes and features of both the monitor and the graphics card are listed.

**Memory:** This module shows the current memory load and tells you which programs have been loaded at the time as well as how much memory they take up.

**Performance:** You can read all facts concerning the physical memory, the size of the swap file and the kernel. Three animated real-time monitors show you the processor load, the state of the physical memory and the usage of the swap file.



**The Performance tab including three animated monitors.**

**Drives:** Matched to every single hard disk in the computer, the module names the hardware facts and shows the drive usage. Here you can see how many gigabytes are still free to use on your drives.

**I/O Devices:** At this point all important ports, the installed printer drivers and the audio devices are listed.

**Communication:** Two real-time monitors show the data received and sent via the network during an online connection in kilobytes per second.

**System Devices:** Information about the processor and about the BIOS is given.

## 4. Clean & Repair

The category **Clean up & Repair** is responsible for slenderizing your system.



**The two tools in the category Clean up & Repair can easily be accessed through the graphical interface.**

Each program that is newly installed writes entries into the registry. These entries are often not fully removed after deleting the software. As a result, the registry gets larger and takes more and more memory on the hard disk. In addition, Windows accesses the registry frequently. The larger it is, the longer it takes to find and access the data requested. That leads to a creeping slowdown of the system. TuneUp Utilities removes useless entries from the registry.



A lot of data trash collects on the hard disk as well. This can be temporary files, but also redundant backups, which are created by many programs but are never removed later. TuneUp Utilities helps to detect these useless files and deletes them.

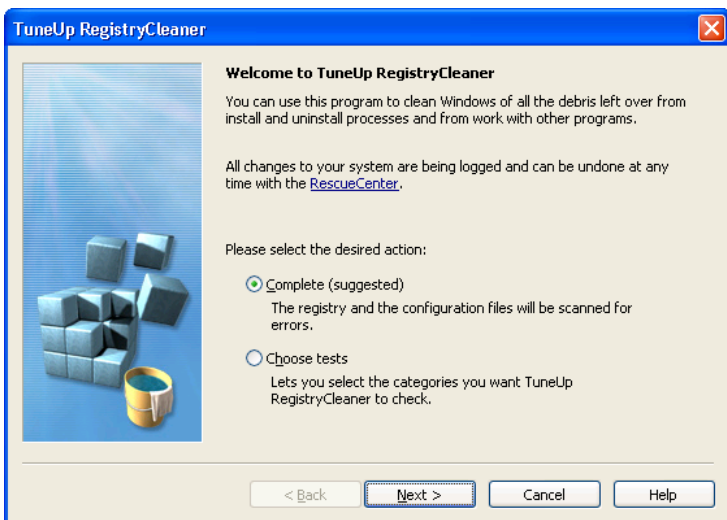
## TuneUp RegistryCleaner

To clean your registry, choose **TuneUp RegistryCleaner** from the main selection list.

After the module loads it displays a welcome message explaining its purpose: "You can use TuneUp RegistryCleaner to purge the registry of unnecessary entries created during installation, deinstallation and normal work with your system."

Any changes that the module makes to your system are logged and can be undone via the RescueCenter.

The module runs in two modes: The **Complete** option scans the whole registry and other configuration data. The **Choose tests** option allows you to select which types of tests you would like to run. It is recommended that you run all tests by choosing **Complete** and then pressing the **Next** button.

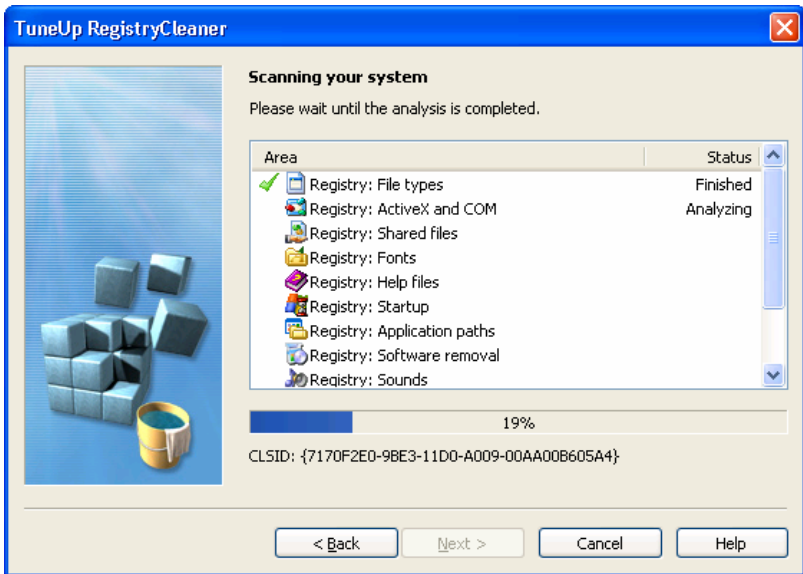


**It is recommended that you choose "Complete" to run all tests on the registry.**

## The Scan

RegistryCleaner will now scan your System. In the program's window you can see each step of the scan process. The yellow arrow indicates the step that is currently being run; a green tick indicates that this step has been completed. The bar below the list shows the total progress of the scan.

After the scan completes, the program will display a message stating that the scan has finished. Click the **Show Errors** button to get a list of the errors that RegistryCleaner has found.



**Please wait until the program completes its scan.  
This may take a while.**

## Evaluation

In the evaluation window you initially see the summary page which shows you that the scan has completed. It also displays the total number of errors found.

TuneUp RegistryCleaner can find the following types of errors:

**File types:** Some file types are registered to programs that are not installed.

**ActiveX and COM:** ActiveX/COM objects were found that use libraries that are not installed on your computer.

**Shared files:** The registry contains links to shared files which were required by multiple applications, but these files have been removed from your computer.

**Fonts:** The registry contains links to fonts which do not exist on your computer.

**Help files:** The registry contains links to help files which do not exist on your computer.

**Startup:** Your computer is trying to automatically start programs which have been removed.

**Application paths:** Records of application paths were found for paths which have been removed from your computer.

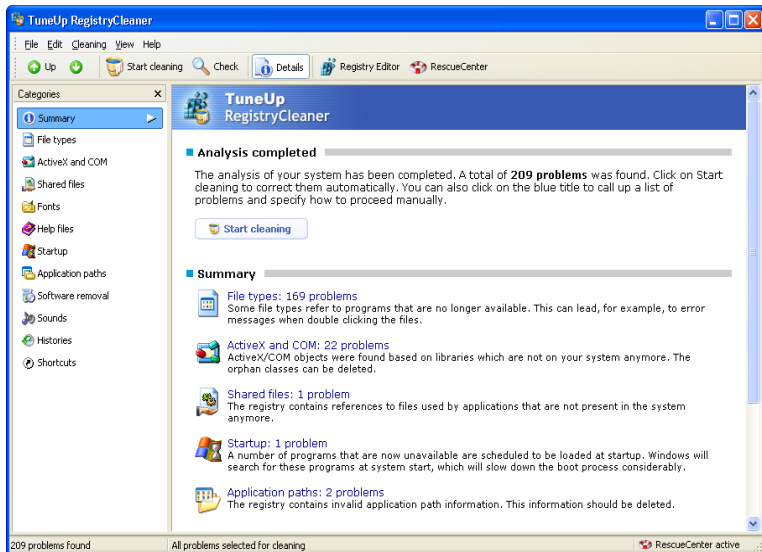
**Software removal:** The "remove software" control panel item contains entries of programs that have been already removed.

**Sounds:** The "Sounds" control panel item contains links to sound files which do not exist.

**Histories:** Some shortcuts in your history list point to files that have been removed from the hard disk.

**Shortcuts:** These shortcuts point to files which do not exist.

As you can see, the process of deleting files and removing applications from your computer can leave many unnecessary items in your registry. RegistryCleaner finds these items for you and allows you to easily delete them.

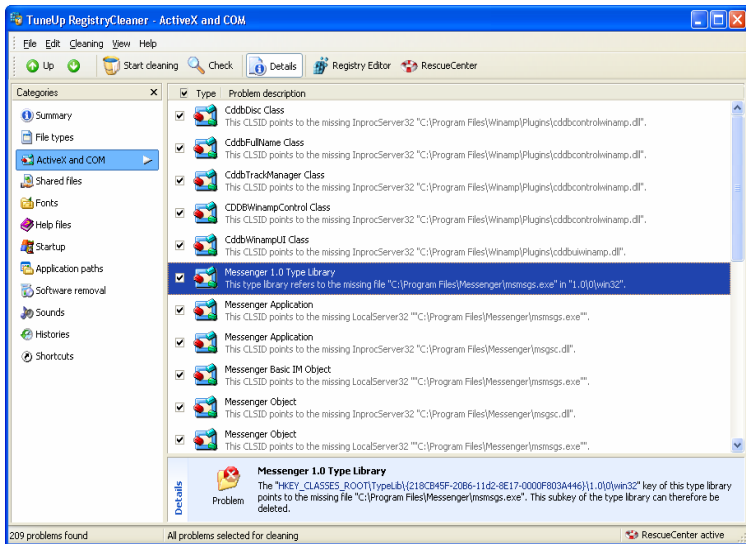


**RegistryCleaner has found many errors and allows you to remove them safely and easily.**

If you click on one of the **Categories** in the list, the main window changes and displays a list of all errors found in that category.

To get a detailed explanation of an error, make sure the **Details** button is clicked and select the error in the list. An explanation box will appear in the lower half of the main window.

By default RegistryCleaner wants to remove all errors it finds. If there is a specific error you don't want RegistryCleaner to fix, simply uncheck the box next to that error. RegistryCleaner will then ignore this specific error during the cleaning stage.



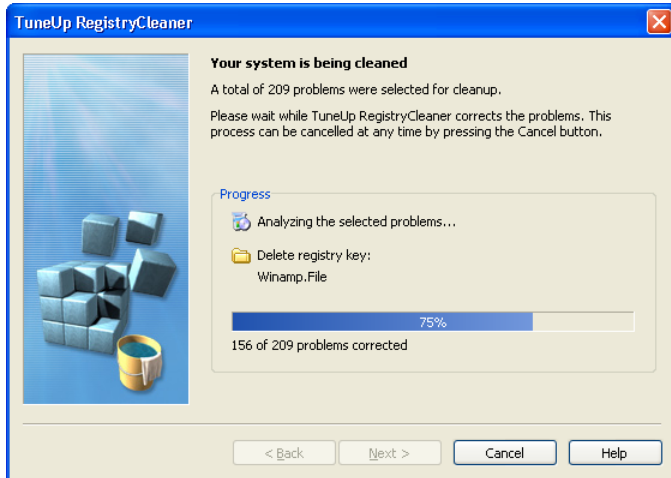
**So many errors on my system? TuneUp RegistryCleaner can explain every single error to you point-and-click.**

## Cleaning

Press the **Start Cleaning** button to begin the cleaning process. RegistryCleaner will then process all marked errors in the error list and remove them from your Windows registry.

The wizard that launches will take you through the steps of cleaning the registry. First it will display the number of errors to be fixed. Next it will explain how to undo any changes using TuneUp RescueCenter. Press **Next** when you're done reading the wizard's messages.

The next screen shows an animated bar displaying the progress of RegistryCleaner. Please wait until RegistryCleaner completes and displays its "completed" message.



**You can watch what RegistryCleaner is currently doing during the cleaning process.**

When RegistryCleaner completes it displays a message stating that it has successfully cleaned your registry. Click on **Finish** to close the wizard. This will take you back to the main window of TuneUp RegistryCleaner. By choosing **Quit** from the **File** menu you can close TuneUp RegistryCleaner.

# TuneUp DiskCleaner

To clean up your hard disk, select **TuneUp DiskCleaner** from the main selection list.

After the module loads, it displays a welcome message explaining its purpose: "TuneUp DiskCleaner helps you clean up your disk drives. The files selected for deletion can be backed up in compressed format and restored at any time with a special utility called TuneUp RescueCenter".

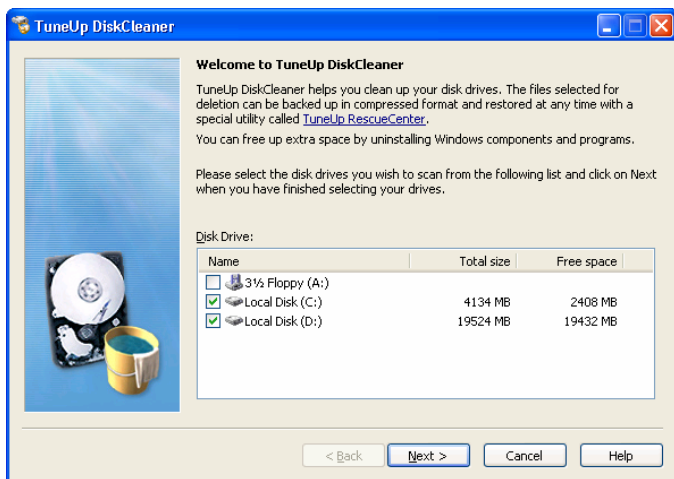
## The Analysis

Before DiskCleaner can begin its analysis, it needs to know which partitions you would like to scan. DiskCleaner automatically selects all hard disk partitions. By clicking in the box next to a partition, you can add or remove it from the list of partitions that will be scanned. Only drives with a checkmark will be scanned.

DiskCleaner displays the available space and the total space of each partition to aid you in the selection of which partition to clean. On most computers, the drive C: contains many unnecessary files that can be removed.

Press the **Next** button to continue.





**Choose the drives that DiskCleaner should analyze and clean.**

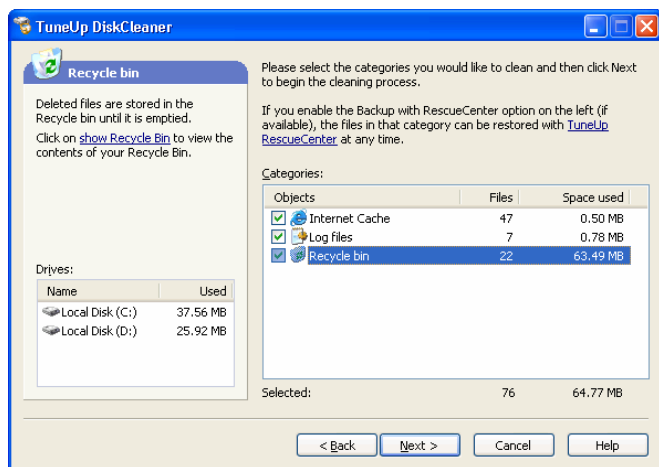
DiskCleaner will now begin analyzing your drive. Please wait until it completes its analysis. Even large partitions are scanned quickly with DiskCleaner. However, if you have many hard disks the analysis can take a while.

The yellow arrow marks the drive that is currently being scanned. Green ticks indicate drives that have already been scanned. The bar at the bottom of the window shows the total progress of the analysis.

When the analysis completes DiskCleaner displays a message stating this. Click the **Next** button to display the list of errors that DiskCleaner has found.

# Evaluation

In the next window TuneUp DiskCleaner displays the result of its drive analysis. The table on the right contains a list of problems found on the system (e.g. "0-Byte-Files") grouped into categories along with how much hard disk space this error category is using up.



**Here you recover your lost hard disk space.**

The following unnecessary files are detected by DiskCleaner (these can usually be safely removed from your system):

**0-Byte files:** These files do not contain any data.

**Secured lost cluster:** Many partition repairing programs create files containing recovered clusters. After being recovered, these files are rarely used.

**Internet Cache:** When surfing the web, your browser saves copies of images and animations on your hard disk to speed up web page loading

times. From time to time these files should be deleted to remove copies of unnecessary files.

**Recycle bin:** Files in the Recycle Bin have been deleted and can be safely removed from your hard disk.

**Log files:** Some applications create log files to ease the debugging of the application. These log files are generally only useful for programmers.

**Backup files:** Some applications create backups of their own files during upgrades or installations. These backups are mostly not required later on and can be deleted.

**Temporary files:** Many applications create temporary files during installation or when running. These files should normally be deleted after the application is closed or the installation is complete. You can always safely delete these files.

**Temporary helpfiles:** These files are created to speed up the loading of help pages that were opened already.

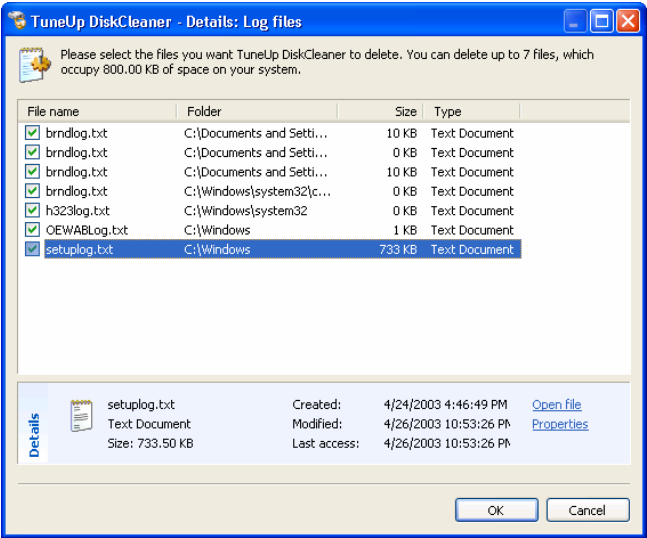
**Important:** You shouldn't let DiskCleaner delete all the files it reports without inspecting what it finds first. DiskCleaner can find many files that *probably* aren't needed on your computer. However the program can sometimes report files as "not required" when in fact they may be vital for the normal operation of an application. For example: A \*.SAV file could be an unnecessary backup of a file or the saved state of a computer game. A 0-Byte file could be trash filling up your hard disk or a copy protection system of an application. Deleting the file would cause the application to stop.

So how can you choose which files DiskCleaner will delete?

Your first option is to exclude whole categories such as "Backup files" or "Log files" from the deletion process by removing the tick in the check box in front of them.

By clicking on a category and selecting **Backup with RescueCenter** you're always on the safe side: All files that will be deleted in that category will be backed up with TuneUp RescueCenter. They can later be recovered in case something stops functioning after the cleaning process.

Click on **show details** to display a detailed table of all files that are to be deleted in this category. You can exclude a file from the deletion process by removing the tick from the check box in front of the file name. Click on **Open file** to open the file and see what it contains.



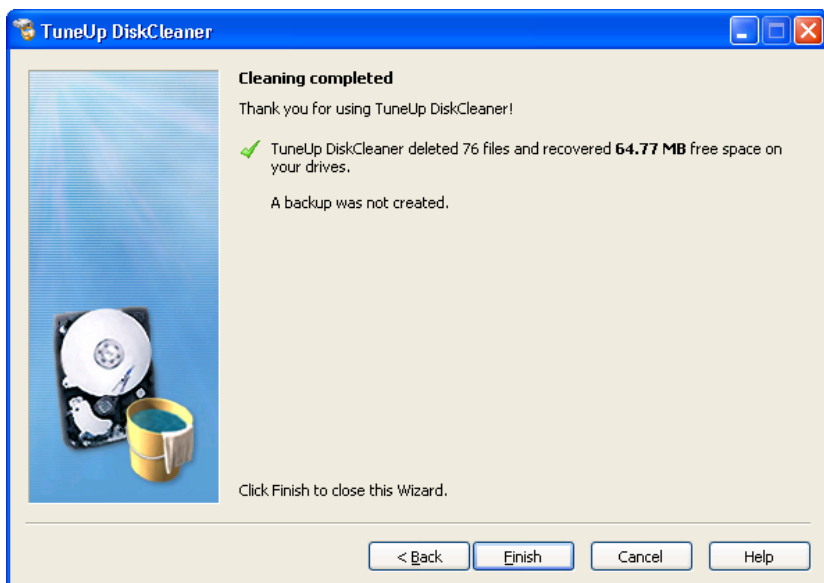
**Choose the files to delete by ticking their check boxes.**

# Cleaning

When you're done selecting the files for deletion, click on the **Next** button. A status window will show you the number of files that will be deleted and how much hard disk space you will recover.

By pressing **Next**, the cleaning process is started. A blue bar indicates the progress of the cleaning process. Please wait until DiskCleaner shows a message stating that the cleaning has completed.

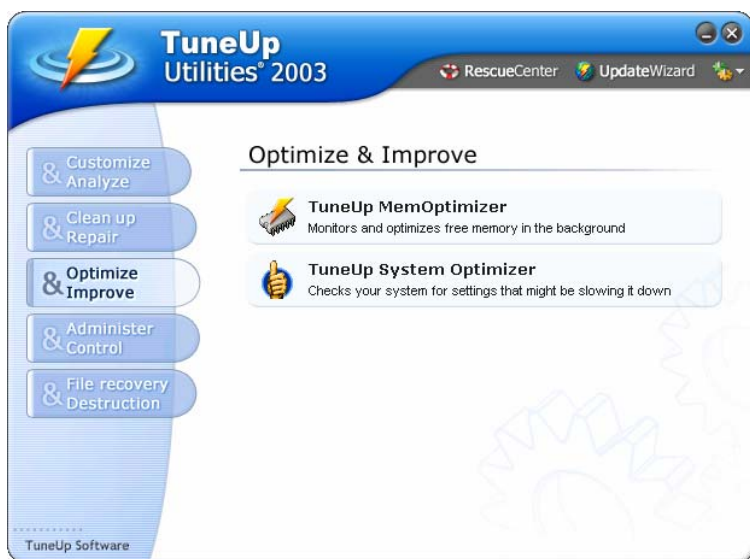
By clicking on **Finish**, you can exit DiskCleaner and return to the TuneUp Utilities main menu.



**Done! DiskCleaner has removed all unnecessary files.**

## 5. Optimize & Improve

The category **Optimize & Improve** is responsible for improving your system. Many default settings in windows reduce the performance of your computer. Normally, only experts know how to change these settings to improve performance. You can use the two modules that TuneUp Utilities 2003 offers in this category to do the same.



**Boost the performance of your system.**

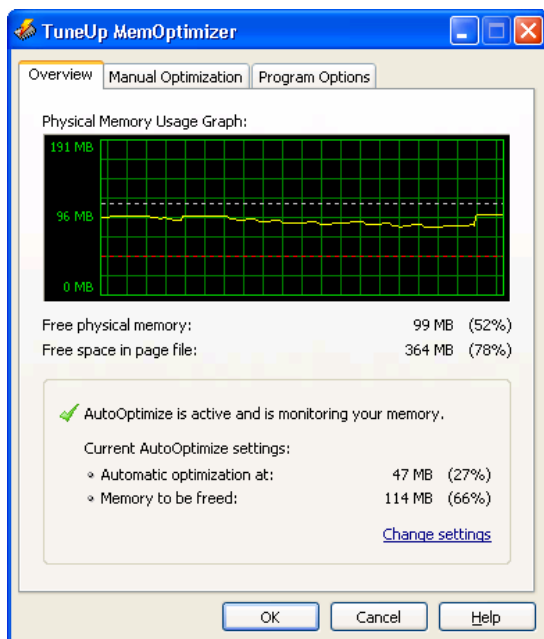
TuneUp MemOptimizer monitors the system memory of Windows and optimizes it regularly or in critical situations.

TuneUp System Optimizer checks your registry for settings that slow down your system and improves your configuration. It also removes unnecessary items from your registry and your hard disk.

# TuneUp MemOptimizer

Select **TuneUp MemOptimizer** from the menu to launch the tool.

The program consists of three tabs. The overview tab displays an animated graph showing the current usage of your system's memory. You can use it to watch how Windows is using your system resources. The **Free physical memory** and **Free space in page file** fields display the amount of physical and virtual memory available.



**The graph displays the current memory usage vs. time.**

A box below the graph informs you that the **AutoOptimize** module is running. This module monitors your memory and warns you when the

memory available drops below a certain value. To change the module's settings click on **Change settings**.

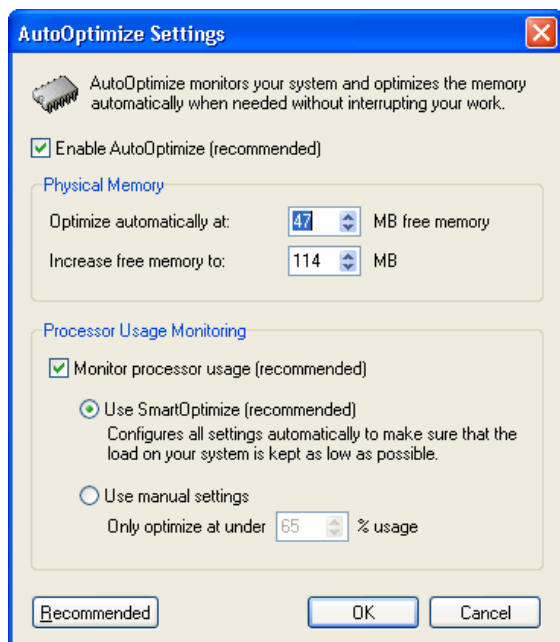
In the configuration window the option **Enable AutoOptimize** should be checked. By unchecking the check box you can deactivate this module.

The **Physical Memory** box allows you select the "memory left" value at which the module begins optimizing (e.g. at 50 Megabytes). The field **Increase free memory to** specifies the amount of memory you wish to have free after the optimization is complete.

Tick the **Monitor processor usage** check box to ensure that MemOptimizer runs at times that your processor isn't being fully used already. By choosing the **Use SmartOptimize** option MemOptimizer will automatically choose settings that reduce the work load on your computer.

Click on **OK** to apply your new settings. If you wish to restore the default settings of this window, click the **Recommended** button.



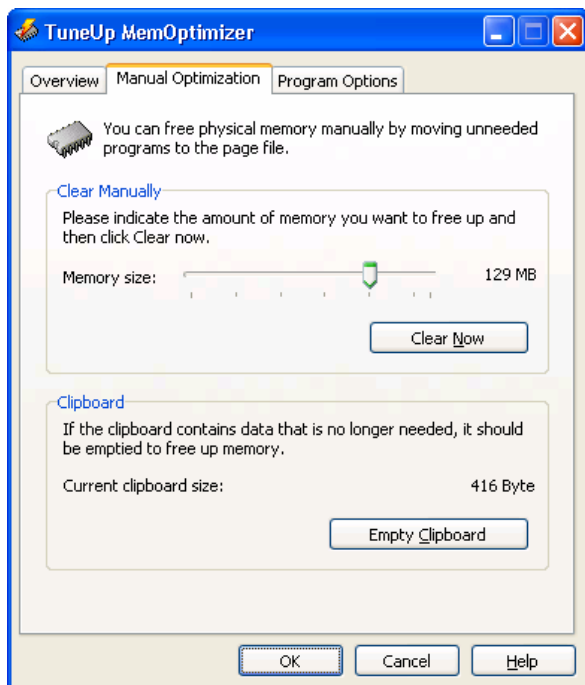


**AutoOptimize monitors your system and optimizes its memory.**

If you don't want to use the AutoOptimize features, you can still optimize your memory manually by selecting the **Manual Optimization** tab.

By moving the slider in the **Clear Manually** box you can select how much free memory you would like to have after the optimizing process completes. Click on **Clear Now** to begin the optimization process. The program removes DLLs and other data from your memory that isn't required anymore.

You can also purge your clipboard by clicking **Empty Clipboard** in the **Clipboard** box. The box also displays the amount of memory your clipboard is currently consuming.



**Manual memory optimization point-and-click.**

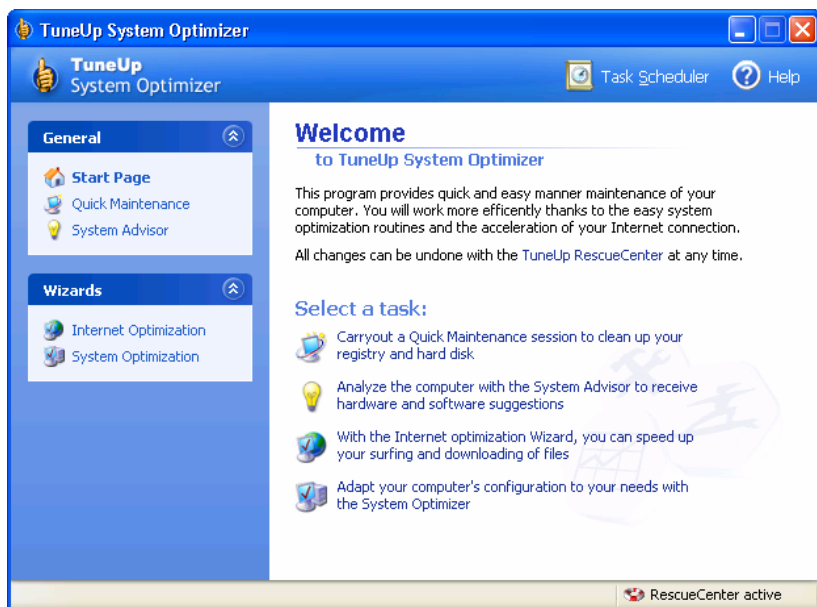
The **Program Options** tab allows you to set up a few other options of the program. By activating the **Load automatically on Windows startup** option you can have MemOptimizer begin optimizing your memory right after Windows starts. The **Show icon in taskbar** option chooses whether you would like to have a small icon in your task bar showing the current status of MemOptimizer.

You can also optimize your memory by pressing a key combination when you feel your system is starting to slow down. The current hot key setting is shown in the **Key combination** field: CTRL+ALT+O. You can change the hot key at any time via this tab.

# TuneUp System Optimizer

You can start **TuneUp System Optimizer** from the main selection menu. This tool allows you to find discrepancies in your system and optimize your computer's performance.

When the program finishes loading, it displays some information about itself and states that anything it does can be undone via TuneUp RescueCenter. You can select a task to run by clicking it or by clicking the appropriate link on the left side of the window.

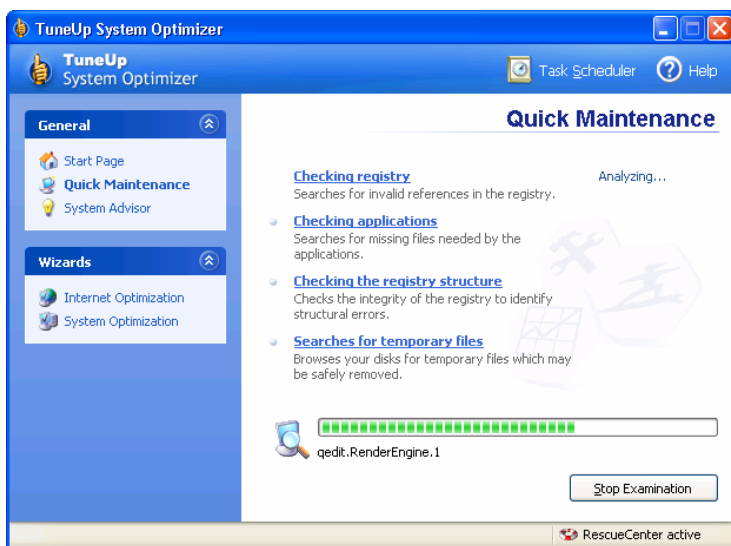


**TuneUp System Optimizer's start-up screen.**

## Quick Maintenance

The Quick Maintenance task cleans your registry and hard disk. To run this task, click on the **Quick Maintenance** link on the left side of the window.

The Quick Maintenance task is designed to be just that: quick. A simple click on **Start Examination** starts the scanning of your registry and hard disk. While the tool scans your system, the status window informs you about the program's progress. When the scan completes, click on **Fix Problems** to fix the problems that have been found on your system. By clicking **Finish** you can close the tool and return back to the main screen of System Optimizer.

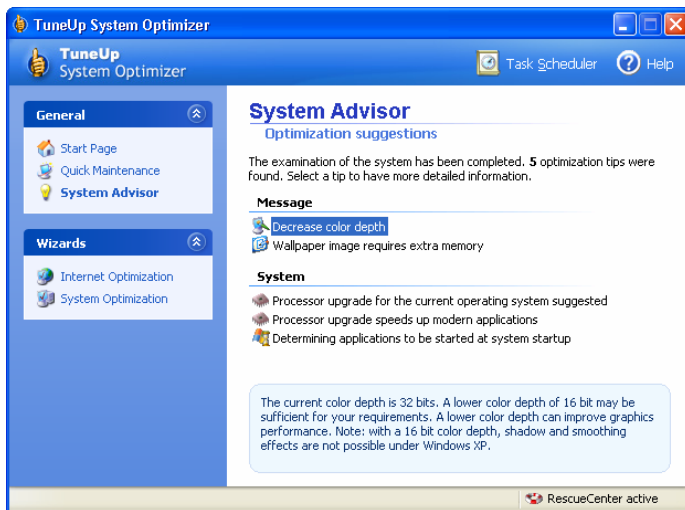


**Quick Maintenance is running.**

# System Advisor

The **System Advisor** analyzes your hardware and software settings and suggests changes that you could make to your system to improve performance. Click the **Examine System** button to begin the examination process.

After a few seconds the results are displayed. The problems found are grouped into categories such as display or system. A short summary such as "High resolutions delay image display" immediately explains the problem. Click the short summary of the problem to display a detailed description of the problem.



**The advisor finds configuration settings that are slowing down your system and tells you how to solve them.**

Not all problems can be solved directly by TuneUp System Optimizer. If TuneUp System Optimizer can solve a problem for you, a link to the

module that will help you is displayed. The solution to other configuration problems may require your manual intervention.

## Internet Optimization Wizard

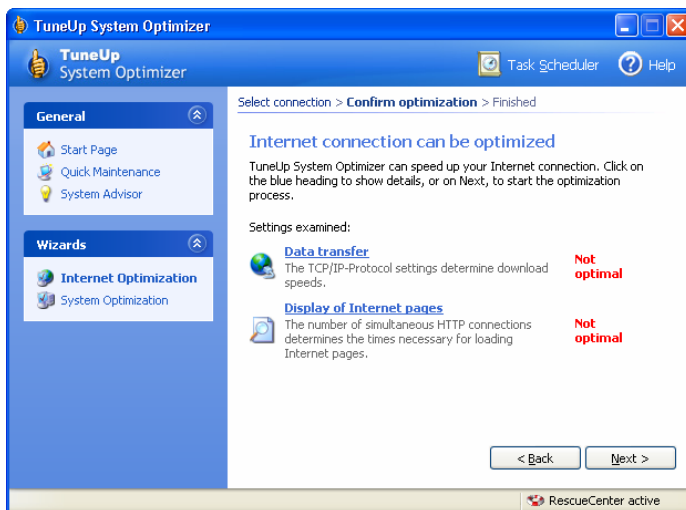
What is "optimal" for your system depends on how you use it. If surfing the Internet is important to you, a few windows settings need to be changed. By default, Windows is not set up correctly for fast Internet browsing.

To optimize your Internet connection, choose **Internet Optimization** in the **Wizards** section. The wizard will now take you through the procedure step by step.

Choose the type of **Connection** you have in the first window. To do this, choose one of the options in the drop down menu (e.g. Modem, ISDN or DSL). When you've chosen the type, click the **Next** button to continue.

The wizard now checks if your Windows settings match the optimal settings for this connection type. A green **Already optimal** message appears if Windows is already configured optimally. Otherwise the message **Not optimal** appears: in this case TuneUp System Optimizer can help you to optimize your settings.

Click on the blue titles to display a detailed report of what the Internet Optimization Wizard would like to change. Click **Next** to begin the optimization process.



**Your Internet settings are not optimal yet.**

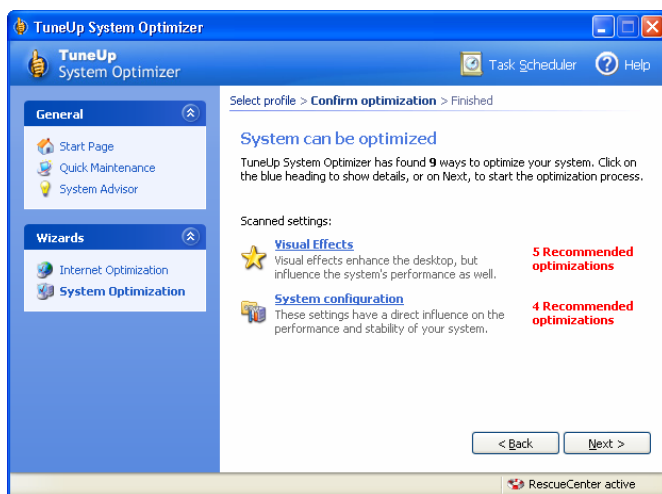
TuneUp System Optimizer will now optimize your settings. Some changes that the tool makes may result in a **Reboot required** message. Please do so if the wizard tells you to. Click **Finish** to close the wizard.

## System Optimization Wizard

If you want to optimize the general performance of your computer, launch the **System Optimization** wizard.

The wizard asks you to state information on how you use the computer. Select the corresponding items from the drop down menu that most closely match the way you use your computer. In the **Visual Effects** menu you can choose if you require **Maximum Performance** in terms of graphics or if **Windows default settings** are enough. In the menu **Use of the computer** you select how you use your computer (e.g.

**Workstation without network or Internet connection).** Click **Next** when you have selected all appropriate items.



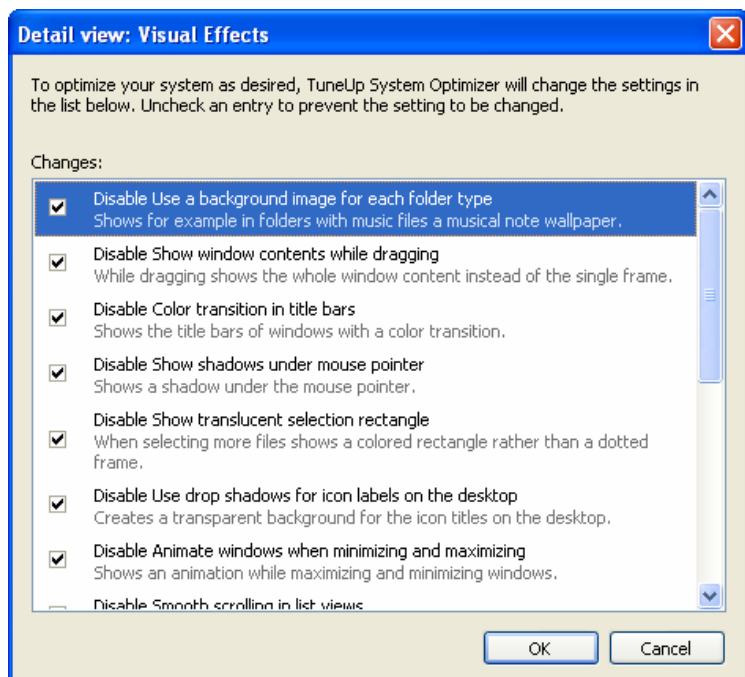
**System Optimizer has found items that can be optimized.**

The wizard now uses your specifications to analyze your system's settings and groups the results into the **Visual effects** and **System configuration** categories. Click on the blue category title to view the exact changes TuneUp System Optimizer would like to make. Within the detailed view you can deselect a particular suggestion by removing the tick within the checkbox in front of that suggestion. Click **Next** when you're done choosing which changes you would like TuneUp System Optimizer to make for you.

TuneUp System Optimizer now modifies your system according to what you selected in the previous window. When it completes, you can close the wizard by clicking on **Finish**.



In most cases you will have to restart your computer after TuneUp System Optimizer completes. TuneUp will inform you of this when necessary by displaying a **Reboot required** message.



**Select which optimizations TuneUp System Optimizer should make.**

## 6. Administer & Control

The category **Administer & Control** provides three modules which allow you to acquire more control over Windows.



**Take control of your computer.**

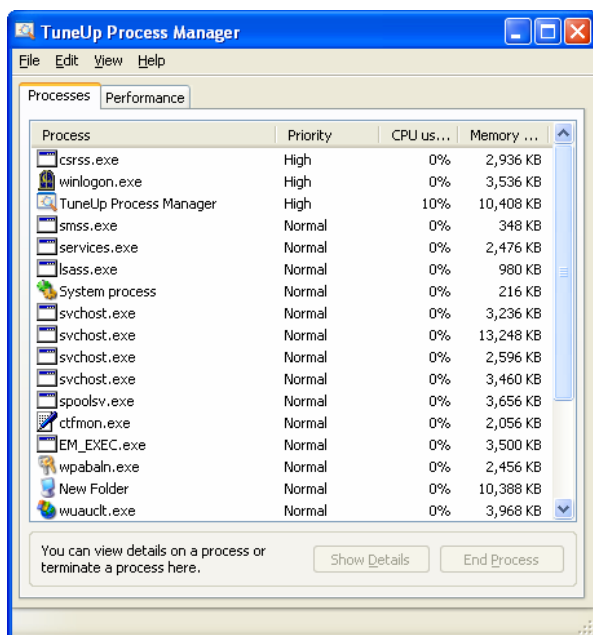
TuneUp Process Manager allows you to see which programs are currently running and allows you to close these if necessary. TuneUp Registry Editor is a tool with which you can modify keys in your Windows registry directly. TuneUp Uninstall Manager shows all programs installed on your system and can remove installed programs when told to do so.

# TuneUp Process Manager

Choose **TuneUp Process Manager** in the **Administer & Control** section to start the module.

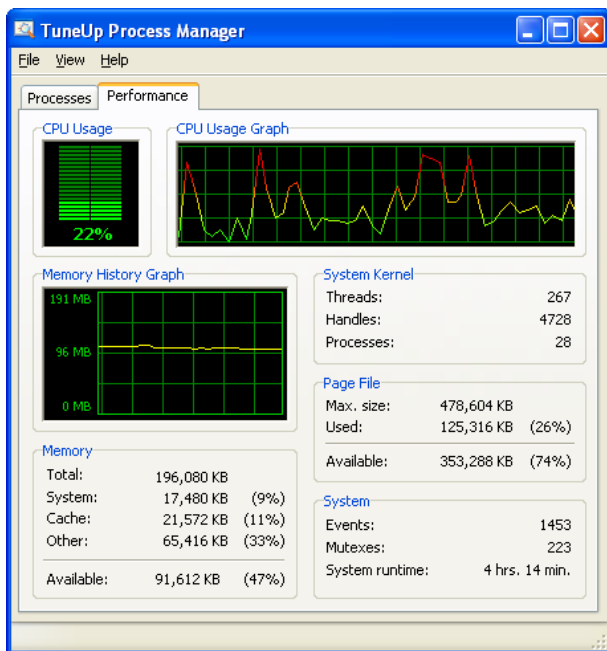
The module displays all currently running processes in the **Processes** tab. The table contains the names of all processes along with the priority at which these are running and the amount of CPU time and memory these are using.

To view details about a program that is running, select it in the table and click **Show Details**. To force a program to quit click the **End Process** button. This is useful if an application is not responding or if the application (e.g. a dialer) doesn't allow you to quit it.



### The list of currently running processes.

The **Performance** tab provides a lot of useful information about the current load on your computer. The graph in the top left displays the current CPU usage. The graph next to it displays the CPU usage over time. Below, the memory usage over time is displayed. The tab also displays the current usage of your physical memory and page file in kilobytes.



**Find out what your system does at the moment.**

TuneUp Process Manager also offers a menu with which you can shut down Windows and change the priority of any running application. Choose **File / Exit Windows** to shut down or restart your computer. Select **View / Refresh Now** to reload all information in the current module. Choose **Edit / Set Process Priority** to change how much priority an application gets when Windows is assigning CPU time and memory.

# TuneUp Registry Editor

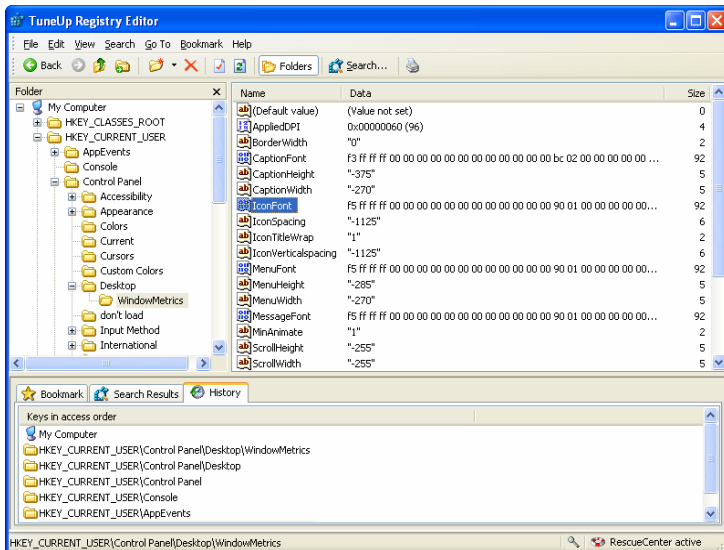
The registry contains information about all hardware and software installed on your computer. As you add hardware and software to your computer, the registry grows and over time becomes big and filled with unnecessary entries.

If you're looking for a tool with which you can manually manipulate the cog wheels that run Windows then **TuneUp Registry Editor** is the tool for you.

The editor displays the registry: a tree structure of keys and sub keys which are grouped according to categories. The left window named **Folder** contains a directory structure. Each directory represents a single key. Double click a key to view its sub keys. When you reach a leaf key in the hierarchy the right window will display keys and their values which you can then edit.

Right click a value to display a pop-up menu that contains options for manipulating this value. **Delete** removes this value from the registry. **Rename** renames the key. **Change** allows you to change the value stored in the key.

Right clicking a directory displays a different popup menu containing more options. **Search** allows you to search for directories and values in the registry. **Set bookmark** adds a virtual bookmark to your bookmarks list so that you can quickly find this directory if you ever require it again. Bookmarks are shown in the lower third of your screen in the **Bookmark** tab. The **Search Results** tab contains all matches found for the search you issued.



**The TuneUp Registry Editor window.**

## TuneUp Uninstall Manager

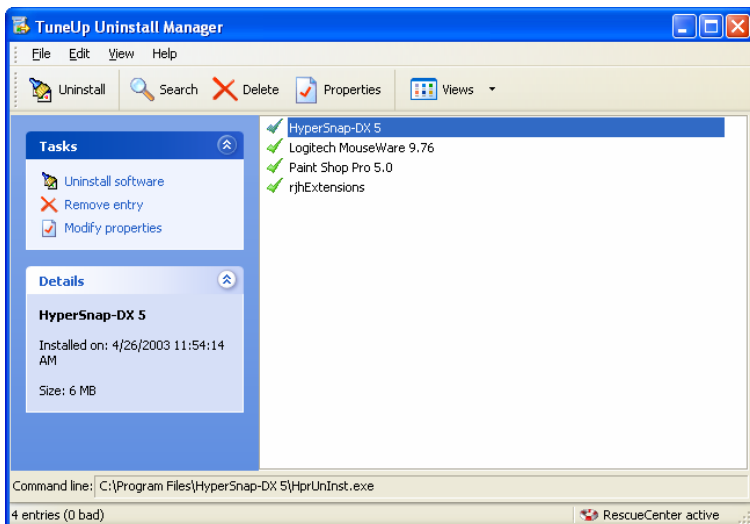
Any software you install on your computer stores an uninstall entry in your registry. This entry allows you to completely remove an unrequired application from your system.

TuneUp Utilities 2003 allows you to completely remove an application from your hard disk using **TuneUp Uninstall Manager**.

The program lists all applications, games and tools installed on your computer which are represented by an uninstall entry in the registry.

If you would like to remove an application from your computer, mark it in the list and click on **Uninstall**. This will only work for applications in the list marked by a green tick.

An uninstallation program is launched to remove the application. This uninstallation program will not only remove all application files from your system, but will also remove any icons, start menu items and keys in the registry that the application created. Follow the instructions provided by the uninstallation program to remove the application.



**These programs are currently installed on your computer.**



Some users manually delete programs from their computers. This unfortunately does not remove keys in the registry and leaves the uninstallation entry in the list although the application has been removed from your computer already. To remove the entry from your system mark the application in the list and click the **Delete** button.

To search for an installed program choose the **Search** function. Enter the name of the application you're looking for and click **Search**. The tool will mark the first entry in your uninstall list matching your query.

## 7. File recovery & Destruction

TuneUp Utilities provides two modules to allow you to recover deleted files and to safely remove files from your computer so that they cannot be recovered again. These modules can be found in the category **File recovery & Destruction**.



**Safely remove sensitive files permanently from your hard disk.**

The module **TuneUp Shredder** removes files from your hard disk so that even data recovery experts can't restore these files. **TuneUp Undelete** does exactly the opposite; it can try to recover files that have

previously been deleted from your computer. Files deleted by **TuneUp Shredder** are of course unrecoverable.

## TuneUp Shredder

When you delete a file on your computer, it is put into the Recycle Bin. Even a computing beginner can recover the deleted file from the Recycle Bin, so most users empty the recycle bin regularly or delete the file directly, bypassing the Recycle Bin.

As you may or may not know, Windows doesn't actually delete a file when you choose the Windows delete command. The file remains on your hard disk and Windows only removes the entry to it from the FAT (File Allocation Table) so that the system doesn't see the file. But with the right tool (such as TuneUp Undelete), these files can be found and recovered again as long as they haven't been overwritten by new data yet.

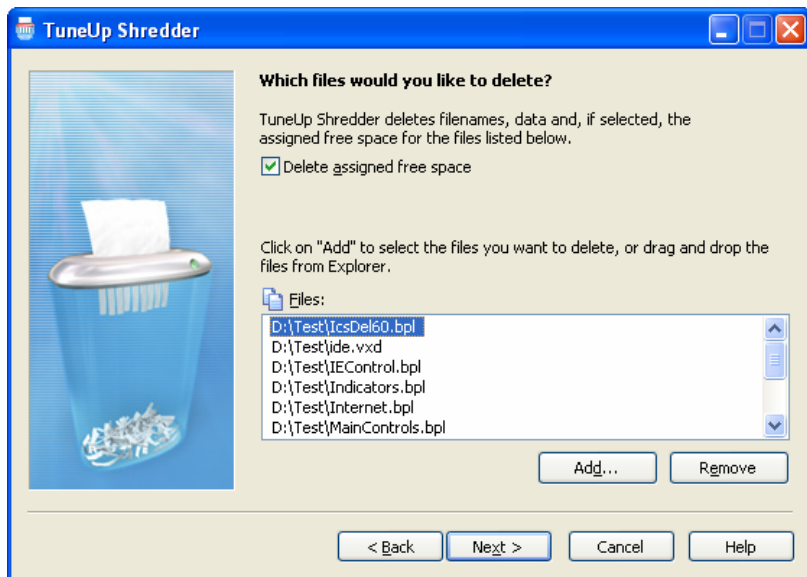
**TuneUp Shredder** ensures that files you delete via Shredder can't be recovered by hackers. The tool uses a method developed by the US Department of Defense to ensure that files are permanently removed from your hard disk. This is done by overwriting the files with redundant data, destroying any previous data that was there before.

The module loads a wizard which asks you to choose if you would like to delete **Files** or a whole **Folder**. Make your choice and click **Next** to continue.

If you choose **Files**, Shredder will display the filenames and explain that it will delete the contents of these files. If you tick the **Delete assigned**

**free space** option, Shredder will also overwrite the so-called "slack", the file's reserved free space.

You can add files to the destruction process by either dragging them from your hard disk to the TuneUp Shredder **Files** window or by clicking the **Add** button and choosing them in the emerging dialog. After you have added all files, press **Next** to continue.



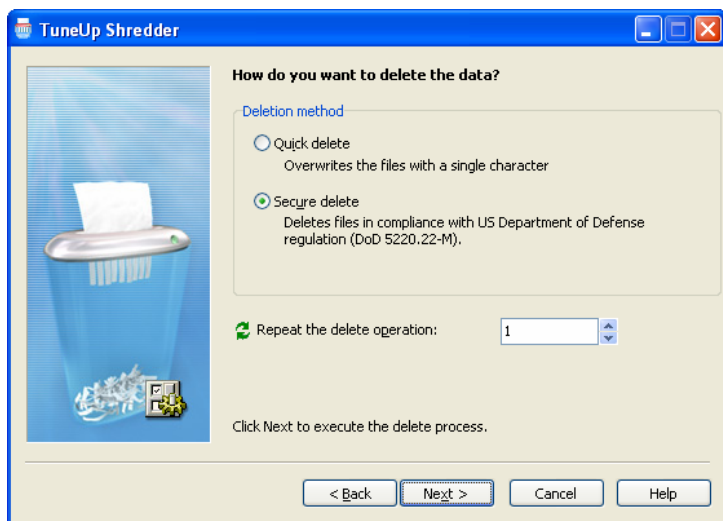
**Choose the files you wish to shred.**

Next you have to select the way Shredder should delete the files. To do this, choose one of the following two options in the **Deletion method** section.

**Quick delete:** Overwrites the files with a single character. After being deleted, the files no longer contain the original data; instead they contain a single character repeated over and over.

**Secure delete:** Deletes the files using a method described in the US regulation DoD 5220.22-M. The file is deleted by overwriting it many times with alternating bit patterns.

Choose how often to repeat the deletion by entering a number in the **Repeat the delete operation** field. Click **Next** to begin the deletion process. When completed, the wizard displays a message stating that the files have been deleted successfully. Click on **Finish** to close the wizard.



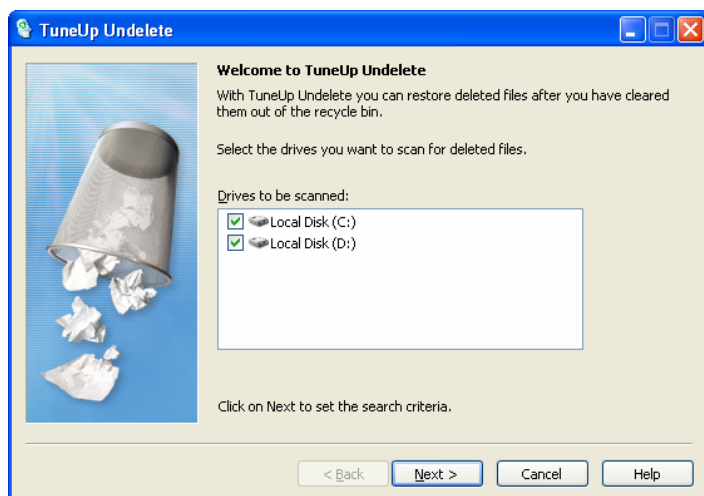
**Which method should be used to delete the files?**

## TuneUp Undelete

It's happened to everyone: you click a file and delete it by mistake. You look into the recycle bin, but the file isn't there... There are no current

backups, of course, and hours of work seem to be lost forever. This is where **TuneUp Undelete** comes in; it may still be able to recover the file and save your work.

After starting TuneUp Undelete, a wizard appears that will lead you through the recovery process step by step. In the first step, it displays a list of the drives connected to your computer. Select the drive you wish to recover the file from. Click **Next** to continue.



### Choose which drive contained the deleted file.

In the next step, you can enter **Search criteria**. This can help you filter out the file you're looking for. You can enter the full name, or you can use wildcards (\*) and only specify the parts of the name that you remember. If you're looking for a Microsoft Word document for example, you may wish to search for "\*.DOC". If you wish to specify multiple search terms at the same time, separate them with a semicolon.

You can also leave the search criteria field blank.

There are two other options that help you filter out more files. If you tick the **Don't show 0-byte files** option files containing no data will not be displayed. By choosing the **Show only files in good conditions** option, you can let TuneUp Undelete filter out files that it won't be able to recover.

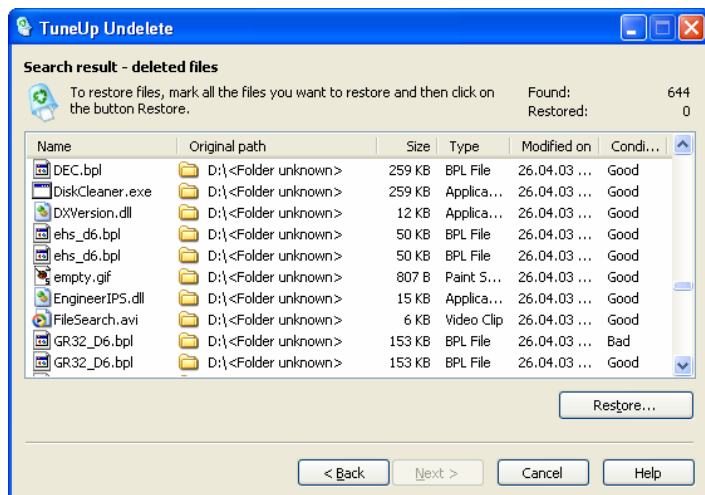


**You can specify which types of files should be displayed.**

TuneUp Undelete now scans the selected hard disks for deleted files. The progress is shown within the search result table, which is initially empty. Please be patient as the search process can take a while. When the search is done, the program lists all found files that are matching your search criteria. The search result table contains the filename, path, file type and the condition the file is in. You may notice that the first letter of some file names has been removed – this is done by Windows on FAT disks to make the file invisible to the system.

If you find the file you're looking for, select it. You can select multiple files by holding down the CTRL key while pressing the left mouse

button. After you have selected all files you want to restore, press the **Restore** button to begin the recovery process. TuneUp Undelete will then try to restore the selected files so that they are available to Windows again.



**Which file would you like to restore?**



## 8. TuneUp RescueCenter

TuneUp Utilities 2003 provides you with a number of tools that can edit and change your computer's settings. You might modify a setting while tuning your system and then later decide that that was a mistake. Or you might delete a file you thought was wasting hard disk space when in fact your system still needed it. That's why TuneUp Utilities provides TuneUp RescueCenter, a tool with which you can undo all changes made with TuneUp Utilities point-and-click.

Find **RescueCenter** in the main program window. It is located in a grey bar on the upper right side of the window, just below the blue title bar. Click the graphical text to start the module.



**RescueCenter** can be found below the title bar of the window.

## Undo changes

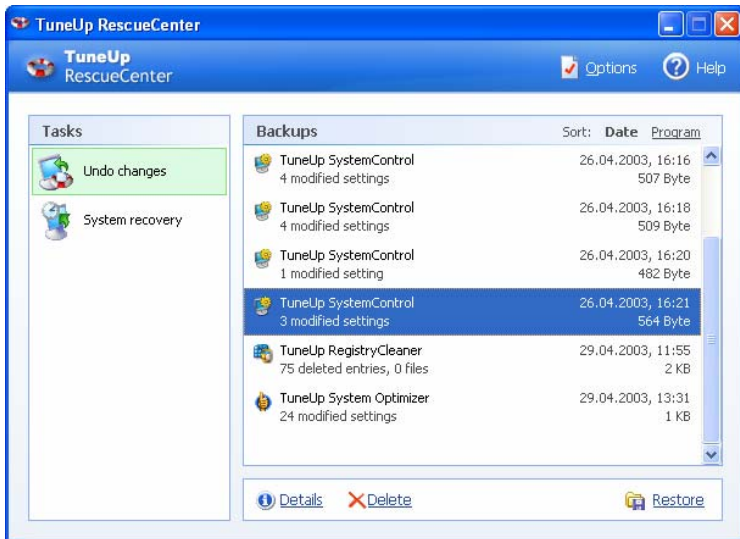
Click **Undo changes** in the **Tasks** section in the left part of your window.

TuneUp RescueCenter displays a chronological listing of all saved data. RescueCenter displays both files that were cleaned off of your hard disk and registry settings that were removed.

The table contains the date at which the task was originally run. The space the data originally required on your computer is also displayed as well as which TuneUp module created the backup and how many files/settings were modified.

Select an entry and click on **Details** to display the registry keys and/or files that were deleted during that task. The first few lines also contain information about the date at which this rescue file was created and which operating system was used.

Click **Restore** to recreate the registry keys/files from this back up. Click **Delete** to delete this back up from your computer – do this only when you're completely sure that you don't require it.

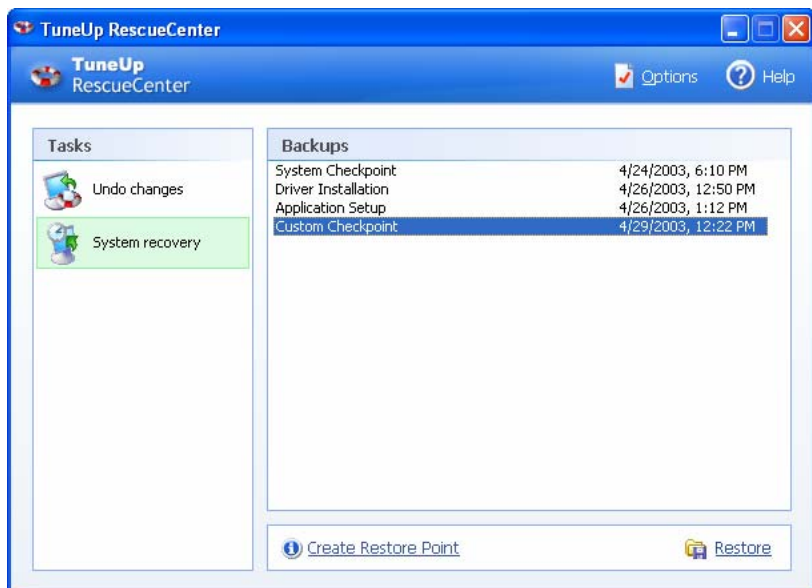


The listed backups can be restored.

## System recovery

From time to time Windows XP creates a system restore point. Should your computer begin to malfunction, you can use the system restore point to recreate the state of your computer at that particular moment – all settings that have been changed after this point are dropped.

Choose the **System recovery** tab to list all system restoration points available on your computer. Choose an entry and click **Restore** to restore your computer to the settings of that moment. You can also create your own system restore point by clicking **Create Restore Point** and entering its name in the following dialog box.



**You can create your own system restore points.**

## 9. TuneUp UpdateWizard

TuneUp Utilities is being developed and updated by the programmers. Modules are being improved and bugs found in the software are being removed. Technology is also constantly changing, so some tools have to be kept up to date.



**Make sure you regularly update your product.**

If you own the full version of TuneUp Utilities, you have the possibility to receive small updates to the software automatically and free of charge via the Internet. To do this, click on the graphical text **UpdateWizard** in the upper right corner of the main program window.

With TuneUp UpdateWizard you can keep your product up to date. To do this, you have to tell the program what type of Internet connection you're using. Choose a connection type from the list provided by the wizard. Depending on your connection you may also have to specify your proxy settings via the **Proxy Settings** button. After making the appropriate selections, press **Next** to continue.



### **Choose your connection type.**

The UpdateWizard will now try to connect to the Internet to check if any updates for your product are available – this can take a while. When done, the wizard displays a list of the updates that are available.

When you've completed downloading and installing the updates, click the **Finish** button to close the wizard.

# 10. TuneUp RegistryDefrag

The module **TuneUp RegistryDefrag** is only available for Windows 95/98/Me and can not be loaded under Windows 2000/XP. This is why the module is only mentioned at the end of this manual in its own chapter – it's only useful for users of older Windows versions.

Any new program you install and any new hardware you add registers itself in the Windows 95/98/Me registry. The registry grows and grows and because of its size Windows requires longer to find single keys within it. This slows down your computer.

When programs are uninstalled or the registry is cleaned, many keys are removed; however the registry size doesn't decrease. This is because the space the key required is still there, it just isn't in use. TuneUp RegistryDefrag can remove these unused gaps in the registry so that the registry's size decreases. This is done by creating a new registry file containing all existing keys in the correct order and then replacing the old registry with the new one automatically during the next reboot. With this small trick, the overall performance of Windows can be improved.

## Launching the tool

Choose **Optimize & Improve** from the main selection menu. You will see **TuneUp RegistryDefrag** as one of the listed modules. This module isn't available on Windows 2000/XP machines – the problem that TuneUp RegistryDefrag fixes does not occur here. Click on the module name to launch it.

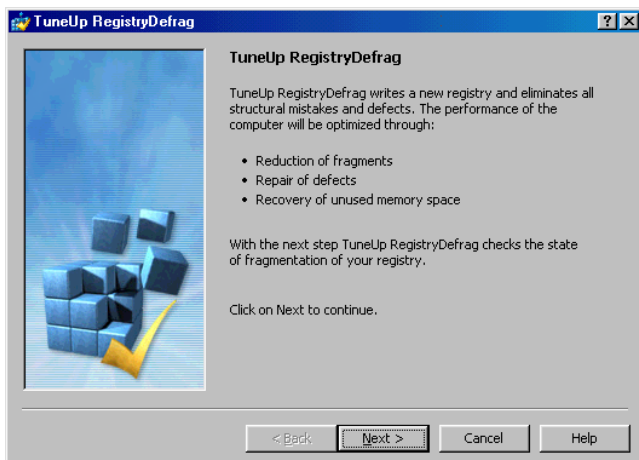


### Launch the Module.

After launching **TuneUp RegistryDefrag**, a wizard appears and tells you that the module would like to create a new registry to remove defects and improve the structure of the registry.

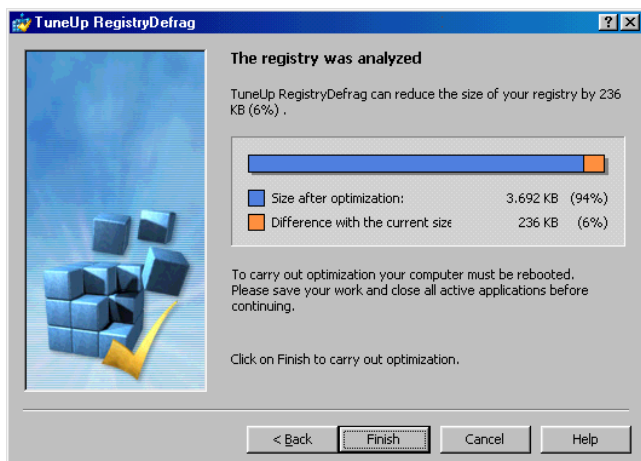
Close all programs running on your system and click **Next** to allow the module to check how fragmented your registry is.





**Close all other applications before clicking next.**

It can take a while before the tool finishes the scan. When the scan completes, the tool displays the amount of space it can recover from your registry (in percent and kilobytes).



### **The size of the registry can be reduced.**

Click **Finish** to restart your computer. During the restart, the old registry will be replaced by the new, smaller registry. This happens invisibly to the user; when Windows completes starting up it will be running off the new registry already. You do not have to reload the program after Windows has booted.

# 11. Glossary

## **Access privileges**

A privilege to use computer information in some manner. For example, a user might be granted read access to a file, meaning that the user can read the file but cannot modify or delete it. Most operating systems have several different types of access privileges that can be granted or denied to specific users or groups of users.

## **Administrator**

The person responsible for configuring and maintaining a network. The administrator has full access rights to all resources available on the network.

## **Anti-Aliasing**

Anti-Aliasing is the process by which smooth curves and other lines become jagged because the resolution of the graphics device or file is not high enough to represent a smooth curve. Smoothing and anti-aliasing techniques can reduce the effect of aliasing by interpolating colors of neighboring pixels. However lines can look thicker than they initially were.

## **Application**

Application software (also called end-user program) includes database programs, word processors, and spreadsheets. Figuratively speaking, application software sits on top of systems software because it is unable to run without the operating system and system utilities.

## **Benchmark**

A tool to compare the speed of multiple entities. Benchmarks exist for hardware, software and services.

## **BIOS**

Short for "Basic Input Output System". Responsible for initializing your computer so that your operating system can load.

## **Bit**

Short for binary digit, the smallest unit of information on a machine. The term was first used in 1946 by John Tukey. A single bit can hold only one of two values: 0 or 1. More meaningful information is obtained by combining consecutive bits into larger units. For example, a byte is composed of 8 consecutive bits.

## **Byte**

The smallest addressable data storage unit. A byte consists of 8 bits. Since a bit can be in one of two states a byte can store one of (2 to the power of 8) combinations.

## **Cache**

A memory cache, sometimes called a cache store or RAM cache, is a portion of memory made of high-speed static RAM (SRAM) instead of the slower and cheaper dynamic RAM (DRAM) used for main memory. Memory caching is effective because most programs access the same data or instructions over and over. By keeping as much of this information as possible in SRAM, the computer avoids accessing the slower DRAM.

Disk caching works under the same principle as memory caching, but instead of using high-speed SRAM, a disk cache uses conventional main memory. The most recently accessed data from the disk (as well as adjacent sectors) is stored in a memory buffer. When a program needs to access data from the disk, it first checks the disk cache to see if the data is there. Disk caching can dramatically improve the performance of applications, because accessing a byte of data in RAM can be thousands of times faster than accessing a byte on a hard disk.

## **ClearType**

ClearType is a software technology developed by Microsoft that improves the readability of text on existing LCDs (Liquid Crystal Displays), such as laptop screens, Pocket PC screens and flat panel monitors. With ClearType font technology, the words on your computer screen look almost as sharp and clear as those printed on a piece of paper.

ClearType works by accessing the individual vertical color stripe elements in every pixel of an LCD screen. Before ClearType, the smallest level of detail that a computer could display was a single pixel, but with ClearType running on an LCD monitor, we can now display features of text as small as a fraction of a pixel in width. The extra resolution increases the sharpness of the tiny details in text display, making it much easier to read over long durations.

## **Clipboard**

The clipboard contains anything you copy from any application. You can use it to copy and paste items and text within and between applications.

## **Clock Frequency**

The number of commands per second a device can process (also known as hertz [Hz]). The higher the clock frequency the faster the device is. Often used in conjunction with the processor speed: A Pentium running at 200 MHz (Megahertz) is slower than a Pentium running at 400 MHz.

## **CMOS**

Short for "Complementary Metal Oxide Semiconductor". CMOS is a manufacturing method that only requires a small current and does not generate much heat. Most PC clocks use a battery based CMOS chip.

## **Color depth**

The number of distinct colors that can be represented by a piece of hardware or software. Color depth is sometimes referred to as bit depth because it is directly related to the number of bits used for each pixel. A 24-bit video adapter, for example, has a color depth of 2 to the 24th power (about 16.7 million) colors. One would say that its color depth is 24 bits.

## **Cookies**

A cookie is a piece of information stored by a web site on your computer which that particular web site can read. This is useful for some advanced surfing features such as shopping or logging in.

## **CPU**

Short for "Central Processing Unit", also known as the processor.

**Defragmentation**

The process in which data that belongs together is gathered from different clusters and stored contiguously so that it can be accessed faster.

**Desktop**

Term for the main work space of Windows on which you find icons, the start menu, the task bar and the system tray.

**Dialog box**

A Windows pop up asking the user to select options and then to click OK.

**DLL**

Short for "Dynamic Link Library". DLLs contain functions which programs can use. These functions are loaded only when needed to reduce memory usage.

**Drag and Drop**

A system initially developed by apple which Windows now uses as well. Drag and drop allows you to copy text or objects from one application to another by dragging the text/object from one application window and dropping into the other.

**Driver**

A program used by the operating system to communicate with the hardware installed on your computer.

## **DUN**

Short for "Dial Up Networking". The process of connecting a computer via a modem to a larger network such as the local network of a company or the Internet.

## **FAT**

Short for "File Allocation Table". A table on the hard disk which stores the position of all files on the hard disk.

## **File Allocation Table**

See FAT.

## **File attributes**

Attributes that can be assigned to files by the operating system. MS-DOS provides Archive, Read Only, System and Hidden attributes.

## **File extensions**

The part of a file name after the dot. Used by the operating system to detect which application to open a file with. For example Windows opens .DOC files with MS Word.

## **File name**

The complete name of a file consisting of the full name, a dot and a file extension (e.g. info.doc)

## **Fragmentation**

Refers to the condition of a disk in which files are divided into pieces scattered around the disk. Fragmentation occurs naturally when you use a disk frequently, creating, deleting, and modifying files. At some point,



the operating system needs to store parts of a file in noncontiguous clusters. This is entirely invisible to users, but it can slow down the speed at which data is accessed because the disk drive must search through different parts of the disk to put together a single file.

To improve computer performance one should "defragment" the hard disk once a month.

### **Hotkey**

A key combination allowing to access a predefined application or application function (e.g. CTRL-C to copy)

### **ISDN**

Abbreviation of "integrated services digital network", an international communications standard for sending voice, video, and data over digital telephone lines or normal telephone wires. ISDN supports data transfer rates of 64 Kbps (64,000 bits per second).

### **LAN**

Short for "Local Area Network". A network within one location such as a room, house or within a company building.

### **Main memory**

A very fast data storage device (also known as physical memory) in your computer than can be accessed randomly. Main memory is volatile: all information stored in it is lost as soon as it is cut off from electricity.

## **Media**

Item on which you store data. Disks, CD-ROMS, hard disks, magnetic tapes are all media.

## **Net / Network**

The interconnection of computers and other resources (printers) to share the resources. This interconnection can be local (LAN) or global (WAN, Internet).

## **Operating System**

The most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers.

Operating systems provide a software platform on top of which other programs, called application programs, can run. The application programs must be written to run on top of a particular operating system. Your choice of operating system, therefore, determines to a great extent the applications you can run. For PCs, the most popular operating systems are DOS, OS/2, and Windows.

## **Partition**

Virtual part of a hard disk that can be accessed by the operating system as a single hard disk.

## **Permanent swap file**

A special swap file created by Windows that is always stored in the same position and contiguously. Since the file is contiguous and always at the same position it is faster to access and so improves the performance of Windows when used instead of a temporary swap file.

## **Path**

A path points to a position where a file is stored. E.g.: a file called "logo.bmp" in a folder called "windows" on the hard disk "c" would have the path "c:\windows\logo.bmp".

## **Prompt**

A signal showing that MS-DOS is ready to accept new input. Normally the prompt consists of the drive name, the path and the ">" symbol (e.g. "c:\>").

## **Processor Cache**

Very small but very fast memory within the processor containing a copy of information used frequently by the processor so that the processor doesn't have to read this information from "slower" memory.

## **RAM**

Short for "Random Access Memory". (See main memory)

## **Registry**

A database in Windows containing information about hardware and software installed on your computer. Without the registry your Windows installation cannot work. To improve performance you should clean your registry regularly: a large registry can slow Windows down.

## **Resolution (Graphics Card / Monitor)**

For graphics monitors, the screen resolution signifies the number of dots (pixels) on the entire screen. For example, a 640-by-480 pixel screen is capable of displaying 640 distinct dots on each of 480 lines, or about 300,000 pixels. The higher the resolution the more "space" is available on your screen. The maximum resolution is dependant on the amount of memory your graphics card has, the refresh rate your card is running at and the color depth it is set to. Graphics cards with 2 MB of memory can only display 256 colors when running at a resolution of 1280 x 1024. The same card running at 800 x 600 can display 16.7 million colors.

## **Resources**

All devices such as hardware, memory and software available to the computer. Resources can also be accessed via the network.

## **Restart**

The shut down and start up of a computer after the computer has crashed or is manually told to restart.

## **Shortcut**

A logical link to a file stored somewhere else. This allows applications or documents to be opened from places such as the Start menu or the desktop without creating redundant copies of the file.

## **System file**

Files belonging to the operating system. If these files are deleted the operating system may not function normally. For example, DOS uses the following system files: CONFIG.SYS, AUTOEXEC.BAT, COMMAND.COM, IO.SYS and MSDOS.SYS.

## **Swap file**

A temporary file that modern operating systems such as Windows and OS/2 create on the hard disk to enlarge the total amount of memory available to your applications. Data in your physical memory that isn't currently being used is "swapped out" to the file on the hard disc. This allows the operating system to run applications that require more main memory than your computer provides.

## **Swapping to disk**

The process of moving data from the physical memory to the hard disk. This frees up physical memory allowing it to be used for new tasks.

## **Task bar**

Part of the Windows desktop. Mostly at the bottom of the screen it contains the "Start" button and shows all currently running programs as buttons.

## **Temporary swap file**

Swap file created by Windows only when it's required. The size and position of this file can change over time (see Permanent swap file).

## **Temporary files**

Files created by applications to temporarily save data physically. Most temporary files are automatically deleted when they aren't required anymore.

The glossary was taken with permission from the German "ARCHmatic-Glossar und -Lexikon" ([www.glossar.de](http://www.glossar.de)) by Alfons

Oebbeke, modified by Carsten Scheibe and translated by Patrick Wolowicz.

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